

Complaint Letter Template

Your Name

Your Address
City, State, ZIP Code
Email: your.email@example.com
Phone: (123) 456-7890

Date

Recipient Name
Telecommunication Company Name
Company Address
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding issues I have been experiencing with my telecommunication service, which I believe violate my consumer rights.

Details of the complaint:

- Account Number: [Your Account Number]
- Service Type: [Type of Service]
- Date of Incident: [Date]
- Description of Issue: [Describe the issue in detail]

Despite my efforts to resolve this issue through your customer service, I have not received a satisfactory response. I kindly request a prompt resolution to this matter and a written response outlining how your company plans to address my complaint.

Thank you for your attention to this important matter. I look forward to your swift response.

Sincerely,

[Your Name]