

Complaint Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a resolution for a complaint I filed on [Insert Date of Original Complaint]. Despite my previous communication, I have not received a satisfactory response.

The details of my complaint are as follows:

- Order Number: [Insert Order Number]
- Issue: [Briefly describe the issue]
- Date of Occurrence: [Insert Date]

Given the circumstances, I would appreciate your prompt attention to this matter and look forward to your response by [Insert Response Deadline].

Thank you for your assistance.

Sincerely,

[Your Name]