

Complaint Resolution Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the resolution of my complaint referenced under [Complaint Reference Number]. I appreciate the effort that has been made to address the issue; however, I believe that the response did not fully resolve my concerns.

[Briefly explain the nature of the original complaint and the response you received. Include specific details about why you believe the resolution is insufficient. Give examples if necessary.]

I would like to request a review of this matter and seek a more satisfactory resolution. [You may include any additional information or proposed solutions to help with the resolution.]

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

Sincerely,

[Your Name]