

Request for Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a resolution regarding the recent shortcomings I have experienced with your service. I have been a loyal customer for [duration of time], and unfortunately, my recent experiences have not met the standards I expected.

On [specific date], I encountered the following issues: [briefly describe the issues and any relevant details]. Despite my attempts to resolve this matter via [mention any prior communication, such as phone calls, emails, etc.], I have not received an adequate response.

Given the circumstances, I kindly request the following resolutions: [list your desired resolutions, such as refunds, replacements, etc.]. I believe this is a fair request considering the inconvenience caused.

I appreciate your immediate attention to this matter and look forward to your prompt response. Thank you for your cooperation.

Sincerely,

[Your Name]