

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Team
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to express my appreciation for your assistance during my recent complaint regarding [briefly describe the issue]. Despite the inconvenience, I value the time you spent addressing my concerns.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
Your Name