

Postal Service Complaint Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally address a complaint regarding the postal services I have recently experienced. On [insert date of incident], I encountered an issue with [describe the nature of the complaint, e.g., delayed delivery, lost package, etc.].

Despite my efforts to resolve this matter through [mention any previous attempts, e.g., phone calls, emails], I have been unable to reach a satisfactory resolution.

I request your prompt attention to this matter and would appreciate it if you could provide me with an update regarding my complaint. My tracking number is [insert tracking number].

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

Sincerely,

[Your Name]