

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally complain about the unsatisfactory service I received on [date] regarding [describe the service or product]. Despite my attempts to resolve this issue through your [store/website/customer service], I have not received a satisfactory response.

Specifically, [describe the problem in detail, including any relevant information such as transaction numbers or previous communications]. This experience has been frustrating and has not met the standards I expect from your company.

I would appreciate a prompt response and resolution to this matter. I believe a fair solution would be [suggest a resolution, such as a refund, exchange, or other compensation].

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

Your Name