

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the service I received from [Company's Name] on [date of service]. Despite my previous communications regarding this matter, my concerns have remained unresolved.

This issue pertains to [briefly describe the issue], which has not been adequately addressed despite my multiple attempts to contact your customer service department. On [dates of previous communications], I reached out to discuss this matter, but it remains unresolved.

My expectation was to receive a prompt resolution, and unfortunately, that has not occurred. I would appreciate your immediate attention to this matter and a response regarding the next steps to rectify this situation.

Thank you for your time and consideration. I look forward to your prompt reply.

Sincerely,

[Your Name]