

# Utility Service Complaint Resolution Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service Team],

I am writing to formally request the resolution of a complaint regarding [specific issue, e.g., a service outage, billing error, etc.] that I have been experiencing since [date of issue]. Despite my previous attempts to resolve this issue by [actions taken, e.g., calling customer service, submitting a ticket], I have not received a satisfactory resolution.

Details of the complaint:

- **Account Number:** [Your Account Number]
- **Description of Issue:** [Brief description of the issue]
- **Date of Occurrence:** [Date]
- **Previous Correspondence:** [Reference any previous correspondence regarding the issue]

I would appreciate it if you could prioritize this issue and provide me with an update by [specific date]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]