

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Subject: Grievance Regarding Inadequate Customer Support

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the level of customer support I have received from [Company Name] regarding [specific issue]. Despite multiple attempts to resolve my concerns through your customer service channels, I have found the responses to be inadequate and unsatisfactory.

[Provide a brief description of your issue and the specific interactions you had with customer support, including dates and any reference numbers if applicable.]

I expected a higher level of service based on [Company Name]'s reputation and commitments to customer satisfaction. Unfortunately, my experience has been contrary to those expectations.

I kindly request that you investigate this matter and take appropriate action to enhance the customer support experience. I believe that by addressing these issues, [Company Name] can retain its loyal customers and improve its service quality.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]