

Formal Complaint Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the recent cancellation of my service account ([Account Number or Service Type]) without proper notification or explanation. I have been a loyal customer since [Start Date], and this unexpected cancellation has caused significant inconvenience.

On [Date], I received a notification that my service would be canceled, but I did not initiate any such request. I believe there may have been an error or misunderstanding regarding my account status.

As a result, I kindly request a thorough review of my account and the restoration of the services that were abruptly canceled. I would appreciate a prompt response addressing this matter.

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

Sincerely,
[Your Name]