

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

Customer Support Team  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Support Team,

I am writing to formally express my dissatisfaction with the customer support I have received regarding my recent inquiry (Reference Number: XYZ123). Despite multiple attempts to reach out, I have not received a satisfactory response.

On [insert date], I contacted your support team regarding [brief description of the issue]. Unfortunately, my inquiries have gone unanswered, and I am left without a resolution.

I expect better service and prompt communication from your company. Therefore, I kindly request a follow-up on my issue at your earliest convenience. If matters do not improve, I will be forced to consider alternative actions.

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

Sincerely,  
Your Name