

# Formal Complaint Regarding Inadequate Customer Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the customer support I received from [Company Name] on [specific date]. Despite my repeated attempts to resolve my issue regarding [brief description of the issue], I found the level of support to be inadequate and unsatisfactory.

Specifically, I reached out to the customer support team through [mention the channels used, e.g., phone, email, live chat] and faced the following challenges:

- [Challenge 1]
- [Challenge 2]
- [Challenge 3]

These issues not only caused frustration but also resulted in [mention any consequences, e.g., financial loss, time wasted, etc.]. I was expecting a prompt and effective resolution, but unfortunately, that was not the case.

As a loyal customer, I believe that it is reasonable to expect a higher standard of service. I would appreciate it if you could look into this matter and provide feedback on how it can be addressed moving forward.

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

Sincerely,

[Your Name]