

Formal Letter of Distress

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my disappointment regarding the customer service I experienced on [insert date]. Despite my attempts to seek assistance with [briefly explain the issue], I found the service to be unhelpful and unresponsive.

As a loyal customer, it is disheartening to encounter such difficulties and I believe that my concerns were not addressed with the level of care that I expected. I would appreciate an explanation of the situation and any measures the company intends to take to rectify this issue.

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

Sincerely,

[Your Name]