

Formal Complaint Letter

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

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

Dear [Customer Service Manager/Specific Name],

I am writing to formally complain regarding my recent experiences with [Telecommunications Company Name] regarding my account ([Your Account Number]) and the ongoing disputes concerning my contract.

On [Date of Incident], I encountered the following issues: [Briefly describe the issues, e.g., unexpected charges, service interruptions, lack of service promised in the contract]. Despite my attempts to resolve these matters through customer service on [Mention Dates or Attempts], the resolution has been unsatisfactory.

According to the terms of my contract dated [Contract Date], I believe that [Clearly state your position or violation of the contract, e.g., "I should not be charged for..."]. I am requesting a [specific resolution, e.g., "full refund," "adjustment to my bill," etc.].

If I do not receive a satisfactory response within [specific time frame, e.g., "30 days"], I will have no choice but to escalate this matter to [mention any regulatory body or legal action you plan to take].

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

Sincerely,

[Your Name]