

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 service I recently experienced at [Company Name] on [Date of Incident].

Despite my expectations for professional and courteous service, I encountered several issues, including [briefly describe the issues, e.g., long wait times, unhelpful staff, etc.]. These issues not only caused frustration but also failed to resolve my concerns, which I had sought assistance for.

I believe that as a valued customer, I deserve a better experience and would like to request a resolution to my complaint. I would appreciate it if you could address this matter and provide feedback on how you intend to improve your services.

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

Sincerely,

[Your Name]