

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally express my dissatisfaction with the customer service I received on [specific date]. Despite my expectations for a prompt and helpful response, my experience was far from satisfactory.

The issue I encountered was [briefly describe the issue]. When I reached out for assistance, the representative [describe the representative's reaction and the resolution process]. Unfortunately, this did not resolve my issue.

Thank you for your attention to this matter.

Sincerely,

Your Name