

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 [date of interaction] regarding [describe the issue briefly].

Despite my attempts to resolve the matter through your standard channels, my concerns were not addressed in a satisfactory manner. [Provide specific details of the experience, including names of individuals involved, if applicable, and the outcome of your interaction].

As a loyal customer of [Company Name], I expected a higher level of service and support. I believe it is crucial for your company to review this matter and improve your customer service protocols to prevent similar experiences for other customers.

I hope to receive a prompt response to my complaint and a resolution to this issue. Thank you for your attention to this matter.

Sincerely,
Your Name