

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 inadequate customer service I have received from your company on [insert date].

On that date, I contacted your customer service department regarding [briefly explain the issue]. Despite my efforts, I was met with unhelpful responses and a lack of resolution.

I expected a higher standard of service considering your company's reputation. Unfortunately, my experience has prompted me to reconsider my future dealings with your company.

I would appreciate a prompt response to this letter and a resolution to the issues I have raised.

Thank you for your attention to this important matter.

Sincerely,
Your Name