

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

Customer Service Department
[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally complain about the quality of service I have been receiving from [Utility Company Name]. I have been experiencing [describe the specific issues, e.g., frequent outages, low water pressure, etc.] over the past [duration of the problem].

This issue has caused significant inconvenience, including [mention any specific incidents, e.g., missed work, spoiled food]. I have contacted your customer service multiple times but have yet to see any resolution or improvement.

I kindly request that you investigate this matter and provide an update on what actions will be taken to resolve these issues. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]