

# Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Complaint Regarding Unsatisfactory Customer Support**

Dear [Utility Company Customer Service Manager's Name],

I am writing to formally complain about the unsatisfactory customer support I have received from your company. My account number is [Insert Account Number]. On [Insert Dates], I contacted your customer service regarding [briefly describe the issue, e.g., power outage, billing issue]. Despite my multiple attempts to seek assistance, I have encountered [describe the nature of the poor service, e.g., long wait times, unhelpful responses].

This lack of support has caused me significant inconvenience and frustration. I expect a prompt resolution to my issue and a response regarding how you intend to enhance your customer service moving forward.

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

Sincerely,

[Your Name]