

Professional Complaint Email Template

Subject: Urgent: Service Disruption Complaint

Dear [Service Provider Name],

I am writing to formally complain about the recent disruption in [service/product], which occurred on [date]. This interruption has caused significant inconvenience and impacted [specific effects, e.g., business operations, personal schedule].

Despite multiple attempts to contact your support team, the issue remains unresolved. I request immediate action to restore full service and compensation for the inconvenience caused.

I look forward to your prompt response and resolution.

Sincerely,

[Your Name]

[Account Number/Service Details]

[Contact Information]

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