

Formal Complaint Letter to a Company

Subject: Complaint Regarding [Product/Service]

Dear [Manager/Customer Service],

I am writing to formally raise a complaint regarding [Product/Service Name] purchased on [Date].

Unfortunately, the [issue/problem] has caused significant inconvenience and has not been resolved despite previous attempts to contact your support team.

I kindly request immediate action to address this issue, including [desired resolution, e.g., refund, replacement, service correction]. I expect a response within [reasonable timeframe, e.g., 14 days].

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Contact Information]

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