

Customer Complaint

Subject: Complaint Regarding Service/Product

Dear [Customer Service Manager],

I am writing to formally lodge a complaint regarding [product/service] received on [date]. The issue encountered was [describe problem in detail, e.g., defective product, poor service, delayed delivery].

I request that this matter be addressed promptly, either through replacement, refund, or appropriate corrective measures. Please let me know the next steps and expected resolution timeline.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

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