Your Name

Your Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

With reference to customer ID [X], I am writing to make a complaint about your service. I have been experiencing a disturbance in my phone line for the past two weeks. There is a mushing sound whenever I am on a call. My previous online complaint on your web portal has still not been acknowledged.

I expect a quick service from you in response to this letter. Kindly acknowledge the complaint and take the necessary measures to fix the issue.

Sincerely,

Your Name

Title