

[Your Company Name]  
[Your Street Address]  
[City, State, ZIP]  
[Phone Number]  
[Email Address]

[Recipient Name]  
[Recipient Position/Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, ZIP]

[Date]

Dear [Recipient Name],

[Write your letter here. Explain your concern, question, feedback, apology, or information you wish to communicate regarding customer service.]

[Add any additional relevant details or requests as needed.]

Sincerely,

[Your Name]

[Your Position/Title]  
[Your Company Name]