

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

## Subject: Formal Complaint Regarding Unsatisfactory After-Sales Service

Dear [Recipient's Name],

I am writing to formally address my dissatisfaction with the **after-sales service** I have received from your company following my recent purchase of [Product Name/Model, Invoice Number, Date of Purchase]. Despite several attempts to seek assistance, the support I have received has been inadequate and my concerns remain unresolved.

The specific issues I have encountered include:

- [Briefly describe the issues with the product or service]
- [List any unsuccessful attempts to resolve the problems, including reference numbers, dates of communication, or responses received from customer support]

In light of the above, I expect prompt and effective action to be taken to address my concerns. I trust that you will restore my confidence in your services and uphold my customer rights as provided by applicable consumer protection laws.

Please contact me at your earliest convenience to discuss how you intend to resolve this matter. If I do not hear from you within [number of days, e.g., 7 business days], I will consider pursuing further action through the relevant consumer authorities.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]

Enclosures: [Include copies of invoices, correspondence, or any supporting documents, if applicable]