**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]  
  
[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

**To Whom It May Concern:**

I am writing this letter to bring to your attention who unsatisfied I am with your company’s customer service. On the morning of October 1, 2020, I made a call to your company’s customer service line and was treated rather rudely. It is appalling to me that a company with your standing would allow such unprofessionalism to take place.

I have been a faithful client to your store, and feel completely devastated by this behavior. I expect your full cooperation and hope this issue can be resolved.

Sincerely,

Jane Smith