

Subject: Formal Complaint Regarding Service Discontinuation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally express my dissatisfaction with the discontinuation of service that I have recently experienced with [Company Name]. My customer account number is [Account Number].

On [Date], I was informed that my service would be discontinued without any prior notification or explanation. This abrupt action has caused significant inconvenience and disruption to my daily activities. As a loyal customer for [Duration of Service], I believe this situation warrants immediate attention and rectification.

I kindly request that you provide a detailed explanation for the service discontinuation and what steps will be taken to resolve this issue. Additionally, I urge you to consider reinstating my service promptly and exploring ways to prevent similar occurrences in the future.

I expect a response to this complaint within [Time Frame, e.g., 10 working days]. Please contact me at your earliest convenience to discuss this matter further.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]