

Formal Complaint Regarding Service Quality

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service I received on [insert date]. I had expected a higher standard of service based on your company's reputation.

Specifically, [briefly describe the issue you experienced]. This experience did not meet my expectations and has caused significant inconvenience.

I believe that a prompt resolution to this issue can rectify my experience. I would appreciate it if you could [state what resolution you expect, e.g., a refund, a replacement, or any other action].

Thank you for addressing this matter promptly, and I look forward to your swift response.

Sincerely,

[Your Name]