

Grievance Redressal for Service Quality Concerns

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Date: [Date]

To,

Customer Service Team,

[Company Name]

[Company Address]

Subject: Grievance Redressal for Service Quality Concerns

Dear Sir/Madam,

I am writing to formally raise my concerns regarding the quality of service I have received from [Company Name] on [specific date/incident].

Despite my expectations of high-quality service, I encountered several issues including:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These issues have caused me considerable inconvenience, and I believe they do not reflect the standards promised by your organization.

I kindly request that you address these concerns at your earliest convenience. I look forward to your prompt response and a resolution to my grievance.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]