

Letter of Service Complaint Resolution

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]

Subject: Resolution of Service Complaint

Dear [Recipient Name],

I am writing to formally address a complaint I raised regarding the service I received on [insert date] at [insert location or service center]. Despite my previous communications, I felt the need to follow up to seek a resolution.

The specific issue I experienced was [briefly describe the problem or service issue]. This has caused [mention any inconvenience caused by the issue].

I appreciate any efforts made thus far to resolve my concern, but I believe a satisfactory solution still needs to be achieved. I am hopeful we can resolve this matter amicably.

Please let me know how you intend to address this issue. I would appreciate a prompt response to ensure a timely resolution.

Thank you for your attention to this matter.

Sincerely,
[Your Name]