

# Complaint Regarding Service Issues

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally complain about the service I received at [Company Name] on [date of incident]. Despite my expectations for a high standard of service, I encountered several issues that were highly disappointing.

Firstly, [briefly describe the first issue you experienced, including details such as time and place]. This caused [explain how it affected you].

Additionally, [describe any other issues you encountered]. This further exacerbated the situation, resulting in [how you felt or the impact it had].

I have always appreciated [Company Name] for its [positive note about the company], but this experience was far from satisfactory. I kindly request that you look into these issues and make improvements to prevent them from happening in the future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
Your Name