

Complaint Regarding Inadequate Customer Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally express my dissatisfaction with the inadequate customer service I have experienced at [Company Name]. On [specific date], I encountered issues regarding [briefly describe the issue], and the assistance I received was far from satisfactory.

During my interaction with your staff, I found them to be [describe specific issues such as unhelpful, rude, unresponsive, etc.]. Despite my attempts to seek a solution, my concerns were not addressed appropriately, leading to a frustrating experience.

I believe that as a customer, I deserve to be treated with respect and receive adequate support for any issues that arise. I request that you look into this matter and improve your customer service protocols accordingly.

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

Sincerely,

[Your Name]