

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

Company Name
Company Address
City, State, Zip Code

Dear [Company Name or Customer Service Manager],

I am writing to express my dissatisfaction with the inadequate tech service I received on [specific date]. I encountered several issues that have not only disrupted my work but have also caused considerable frustration.

On [specific date], I contacted your customer support for assistance with [describe the issue briefly]. Despite my efforts to explain the problem clearly, the representative [describe the inadequate service, e.g., could not provide a solution, was unhelpful, etc.]. This experience fell significantly short of my expectations for professional and effective service.

Furthermore, [mention any follow-up actions you took, such as additional phone calls, emails, etc.], but unfortunately, the support did not improve. I believe that as a valued customer, I deserve better service and resolution to my concerns.

I request that you take immediate steps to address this issue and provide me with a satisfactory resolution. I would appreciate a follow-up from your team at your earliest convenience.

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

Sincerely,
[Your Name]