

Complaint Regarding Unsatisfactory Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or service provided]. Despite my expectations, the service fell short due to [briefly explain the issues encountered, e.g., delays, unprofessional staff, etc.].

As a customer, I believe I deserve a higher standard of service and I was disappointed with the experience. I urge you to address this matter to ensure that future customers do not face similar issues.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my complaint.

Sincerely,

[Your Name]