

Letter of Concern for Service Shortcomings

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to express my concern regarding the recent service shortcomings that I experienced with [Company/Organization Name]. As a long-standing customer, I had expected a certain level of quality and reliability, which unfortunately fell short during my last interaction.

On [specific date], I encountered issues related to [describe specific issues: delays, quality of service, customer support, etc.]. This not only caused inconvenience but also affected my overall perception of your services.

I believe that addressing these issues is crucial for maintaining customer satisfaction and trust. I would appreciate a prompt response to this matter and any steps you plan to take to resolve these shortcomings.

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

Sincerely,

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[Your Email]

[Your Phone Number]