

Formal 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 on [specific date] at [location or service department]. I was expecting a standard level of service based on your company's reputation, but my experience was far from satisfactory due to [briefly explain the issue].

Despite my attempts to resolve this matter by [mention any steps you've taken, e.g., speaking to staff, writing an email, etc.], I have not seen any progress or resolution. I believe that as a customer, I deserve a prompt and appropriate response.

I would appreciate your prompt attention to this matter and a resolution to my complaint. Please feel free to contact me at [your phone number] or [your email address] to discuss further.

Thank you for your immediate attention to this issue. I look forward to your response.

Sincerely,
[Your Name]