

# Service Quality Complaint Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the quality of service I received on [specific date] at [location or event, if applicable]. Despite my expectations based on your company's previous reputation, I found the service to be lacking in several crucial areas.

Specifically, [describe the issues you encountered, e.g., unprofessional staff, delays, product issues, etc.]. This experience was disappointing and not what I had anticipated from your esteemed company.

As a loyal customer, I believe in providing constructive feedback and hope that my concerns will be taken seriously. I would appreciate it if you could address this issue and provide clarification on how you plan to improve service quality in the future.

Thank you for taking the time to address my complaint. I look forward to your prompt response.

Sincerely,

[Your Name]