

Letter of Dissatisfaction Regarding Service Courtesy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction with the level of courtesy displayed by your staff during my recent visit to [specific location or service]. On [specific date], I experienced a lack of professionalism and attentiveness from your employees, which was unexpected based on my previous experiences with your establishment.

Specifically, [describe the incident briefly, including any names if applicable]. This encounter left me feeling undervalued as a customer, and it is concerning to see such a decline in service quality.

I believe that courtesy and respect are essential components of service, and I hope that this feedback will be taken into consideration for future training and improvement efforts. Thank you for addressing this matter seriously. I look forward to your response.

Sincerely,

[Your Name]