

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an explanation regarding the recent breakdowns in service that I have experienced with [specific service or product]. These interruptions have significantly impacted my [work/living situation], and I would like to understand the reasons behind these issues.

Specifically, I would appreciate information on:

- The cause of the service breakdowns.
- Steps taken to address the issues.
- Any plans to prevent similar occurrences in the future.

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

Sincerely,

[Your Name]