

# Notification of Unsatisfactory Customer Service

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice Regarding Customer Service Communication

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you about an unsatisfactory experience concerning our customer service communications that has come to our attention.

On [insert date of incident], we received feedback regarding the service provided by our team, which did not meet the standards we strive for. Specifically, [briefly describe the issue, such as delays in response, inadequate information provided, etc.].

At [Your Company Name], we value our customers and their experiences. We are committed to addressing your concerns and improving our services. Please be assured that we are taking this matter seriously and will be reviewing the processes involved to enhance our communication standards.

We appreciate your understanding and patience as we work through this issue. If you have any additional feedback or require immediate assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter, and we look forward to serving you better in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]