

Formal Complaint Regarding Inadequate Service Delivery

[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 with the service I have received from [Company's Name] on [specific date(s)]. Despite my expectations for quality service, I was met with several issues that I believe warrant your attention.

[Describe the specific issues you experienced, providing details about the service delivery, dates, times, and any personnel involved if applicable.]

As a valued customer, I had anticipated a higher standard of service, and I hope to see improvements in your operations to prevent similar experiences from occurring in the future. I would appreciate it if you could address this matter promptly and provide feedback on how it will be resolved.

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

Sincerely,

[Your Name]