

Service Cancellation Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally express my grievance regarding the abrupt cancellation of my service with your company, which occurred on [Insert Cancellation Date]. I was taken by surprise as I had received no prior notification or explanation regarding this action.

This cancellation has caused significant inconvenience, and I believe it is important to address this matter promptly. I kindly request a detailed explanation for the cancellation, as well as any possible steps to reinstate my service or compensate for the disruption.

I have been a loyal customer for [Insert Duration of Service], and I expected better communication from your company. I appreciate your attention to this issue and look forward to a prompt resolution.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]