

# Unsatisfactory Customer Service Report

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Report on Unsatisfactory Customer Service Experience

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally report an unsatisfactory experience I had with your customer service on [insert date].

Details of the experience:

- **Customer Service Representative:** [Name or ID if available]
- **Date and Time of Interaction:** [Insert Date and Time]
- **Issue Reported:** [Briefly describe the issue]
- **Outcome:** [Describe the outcome of the interaction]

During this interaction, I encountered [describe specific issues, e.g., delays, lack of knowledge, unprofessional behavior]. This experience has not only left me dissatisfied but has also affected my perception of your company.

I believe it is essential to address this matter to prevent future occurrences and improve your customer service standards. I would appreciate it if you could look into this issue and provide feedback regarding any steps that will be taken to ensure better service in the future.

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

Sincerely,

[Your Name]

[Your Contact Information]