

Letter of Claim for Installation Service Failure

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Company Name
Company Address
City, State, Zip Code

Dear [Company Representative's Name],

I am writing to formally express my dissatisfaction with the installation service provided by your company on [installation date]. The service was intended to install [describe the service or product], but unfortunately, it has not been completed satisfactorily.

Despite multiple communications with your customer service team, the issues remain unresolved. Specifically, [describe the issues or failures encountered]. These failures have caused [explain any inconvenience or damage caused].

According to our agreement and your company's service standards, I believe I am entitled to [describe what you want: a refund, a proper installation, compensation, etc.]. I kindly request that you address this matter urgently.

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

Sincerely,
[Your Name]