

Complaint Letter Regarding Service Failure

[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 received from your company on [date of service]. Unfortunately, my experience did not meet the high standards I expected based on your advertised services.

[Describe the specific service issue, including details such as what went wrong, how it affected you, and any relevant order numbers or appointment details.]

I have previously attempted to resolve this issue by [mention any prior communication or attempts to resolve the issue], but unfortunately, my concerns remain unaddressed.

I would appreciate your immediate attention to this matter and request a [refund/replacement/service redo] to rectify the situation.

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

Sincerely,

[Your Name]