

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Inadequate Service Delivery

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service I have received from [Company/Organization Name] on [specific date or period]. Despite my initial enthusiasm for your services, I have encountered several issues that have led to my disappointment.

[Briefly describe the specific issues encountered, e.g., delays, poor quality of service, unresponsiveness, etc.]

These inadequacies have resulted in [mention any consequences or impacts, e.g., inconvenience, financial loss, etc.]. As a valued customer, I expected a higher standard of service from your organization.

I request that you address these concerns promptly. I believe that the resolution of these issues is essential to restoring my confidence in your company.

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

Sincerely,

[Your Name]