

Service Quality Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the quality of service I received on [specific date] regarding [brief description of the service or product]. Despite my expectations based on your company's reputation, I was disappointed with [mention specific issues: delays, quality, customer service, etc.].

It is important to me that this matter is addressed as I value the services provided by your company. I believe that my experience does not reflect your usual standards, and I hope to receive a response detailing how you plan to rectify this issue.

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

Sincerely,

[Your Name]