

# Letter of Unmet Service Expectations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concerns regarding the recent service I received from [Company Name] on [specific date]. Unfortunately, my experience did not meet the expectations I had based on previous interactions and your company's reputation.

Specifically, [describe the issue, e.g., delayed service, poor customer support, unfulfilled promises]. This was disappointing for me because [explain why the issue was significant to you].

I would appreciate it if you could address this matter promptly. I believe there may be an opportunity to resolve this issue and restore my confidence in your services. I am looking for [mention any resolution you seek, e.g., a refund, service correction, etc.].

Thank you for taking the time to consider my concerns. I look forward to your prompt response.

Sincerely,

[Your Name]