

Formal Complaint About Printing Standards

[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 concern regarding the printing standards of the materials I received from your company on [date of receipt]. I have consistently chosen your services due to your reputation for quality, but the recent order has fallen significantly below the expected standards.

The issues I encountered include [briefly list specific issues, e.g., poor ink quality, misalignment, or faded colors]. These problems have caused [mention any consequences, e.g., delays, additional costs, or dissatisfaction].

Thank you for your attention to this matter.

Sincerely,

[Your Name]