

Subject: Complaint Regarding Poor Customer Service

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction with the customer service I received at [Company Name] on [Date].

During my recent interaction, I encountered [describe the issue, e.g., unhelpful staff, long wait times, etc.]. This experience did not meet my expectations, particularly as a loyal customer of [X years/months].

I believe that every customer deserves prompt and courteous service, and I was disappointed that my experience fell short of this standard.

I hope you can address this matter to prevent similar situations in the future. I appreciate your immediate attention to this complaint and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]