

# Letter of Unsatisfactory Service Experience

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 am writing to express my disappointment regarding the service I received on [insert date] at [insert location]. Despite my expectations, the experience fell short in several areas.

The primary issues I encountered were [describe specific issues, e.g., long wait times, unhelpful staff, etc.]. These factors not only affected my overall experience but also led to [mention any consequences, e.g., time lost, unacceptable product quality, etc.].

I believe that effective customer service is essential for fostering lasting relationships and it is unfortunate that my experience did not reflect this standard. I hope that my feedback will help improve future service quality.

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

Sincerely,

[Your Name]