

# Vendor Service Quality Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally address my concerns regarding the quality of service provided by your company during our recent engagement on [specific date or project]. Unfortunately, the service fell below our expectations and did not align with our agreed standards.

Specifically, I would like to highlight the following issues:

1. [Issue 1]

2. [Issue 2]

3. [Issue 3]

We appreciate the effort you have put into our collaboration; however, it is essential for us to voice our dissatisfaction in order to improve future interactions. I kindly request a response at your earliest convenience to discuss how these issues can be rectified.

Thank you for your attention to this matter. I look forward to hearing back from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]