

Complaint Regarding Vendor Hotline Service

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

I am writing to formally express my dissatisfaction with the service provided by your vendor hotline. On [insert date of incident], I contacted your hotline regarding [brief description of the issue]. Unfortunately, my experience did not meet the expectations set by your company.

Despite waiting for an extended period, I was unable to receive the assistance I needed. [Insert any additional details regarding the frustration or lack of resolution]. This is disappointing, considering our past positive experiences with your services.

I believe that effective customer support is crucial for maintaining a good business relationship, and I hope that this issue can be resolved promptly. I would appreciate a response outlining the steps that will be taken to address my concerns.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]