

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the service I received on [date of service] at your [location or department]. Despite my expectations based on your company's reputation, the level of service was notably below standard.

Specifically, I encountered the following issues: [briefly outline issues, e.g., delays, unprofessional behavior, mishandling of issues]. This negligence not only caused inconvenience but also led to [explain any negative impact, e.g., additional costs, lost time].

I believe that addressing these issues is essential to maintain customer satisfaction and uphold the standards of your organization. I would appreciate a prompt response to this matter, including any steps you plan to take to rectify this situation.

Thank you for your attention to this issue. I look forward to your reply.

Sincerely,  
[Your Name]