

# Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

## Manager's Name

Company Name

Company Address

City, State, Zip Code

## Subject: Complaint Regarding Service Dissatisfaction

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or online]. Despite my expectations based on your company's reputation, my experience fell short in the following ways:

- Issue 1: [Describe the issue briefly]
- Issue 2: [Describe the issue briefly]
- Issue 3: [Describe the issue briefly]

I believe that as a customer, I deserve a level of service that was unfortunately lacking during my visit. I am hopeful that you will take my feedback seriously and take the necessary steps to improve.

I would appreciate a response addressing my concerns, and any corrective actions you intend to take to prevent this from happening in the future.

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

Sincerely,

[Your Name]