

Request for Corrective Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request corrective action regarding an issue I experienced with [describe the service] on [date of service]. Unfortunately, the service did not meet my expectations due to [briefly explain the issue].

As a valued customer, I believe it is essential for you to be aware of this situation. I would greatly appreciate your attention to this matter, and I am hopeful for a prompt resolution such as [suggest a potential solution or compensation].

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

Sincerely,

[Your Name]