

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the treatment I received from your staff on [specific date] during my visit to [location or department]. I believe that the service I received was not up to the standards I expected and would like to bring this matter to your attention.

On that day, [describe the incident briefly, outlining the specifics of the poor treatment and how it affected you]. Despite my attempts to resolve the situation at the time, I left feeling [describe how you felt].

I understand that every organization can have off days; however, I believe that it is crucial for staff to maintain professionalism and provide adequate support to clients/customers. I am requesting that you review this situation and take the necessary steps to ensure that such experiences are minimized in the future.

Thank you for considering my appeal. I look forward to your response and hope that we can resolve this matter amicably.

Sincerely,

[Your Name]