

# Notice of Inadequate Product Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally bring to your attention my dissatisfaction with the service I have received regarding [Product or Service Name]. The service provided on [Date of Service] was inadequate due to [briefly explain the issue].

As a result of this experience, I would appreciate a prompt resolution to this matter. I kindly ask that you [state your desired outcome, e.g., refund, replacement, service correction].

I hope to hear from you soon regarding this issue. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]