

Letter of Dissatisfaction

Date: [Insert Date]

To,

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my dissatisfaction regarding a missed appointment that was scheduled for [Insert Date & Time]. I had explicitly confirmed this appointment on [Insert Confirmation Date], and I had rearranged my schedule to ensure I would be able to attend.

Unfortunately, I waited for [Insert Duration] and was not able to receive any communication regarding the cancellation or rescheduling of the appointment. This lack of communication is not what I expected from [Company/Organization Name], and it has caused me great inconvenience.

I believe it is important to address this issue promptly. I would appreciate a response regarding this missed appointment and any steps taken to ensure it does not happen again in the future.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]