

Service Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

Subject: Lack of Service on Appointment Day

I am writing to express my dissatisfaction regarding the lack of service I experienced on my appointment day, scheduled for [Insert Appointment Date] at [Insert Time]. Despite my anticipation, no representative was present to assist me, which caused significant inconvenience.

Furthermore, I had hoped to resolve [briefly mention the purpose of your appointment], but unfortunately, the absence of service led to a wasted trip and unaddressed concerns.

I urge you to look into this matter and ensure that such issues do not repeat in the future. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]