

Feedback Regarding Incomplete Appointment Service

Date: [Insert Date]

Recipient Name: [Recipient's Name]

Recipient Title: [Recipient's Title]

Company/Organization: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding my recent appointment scheduled on [Appointment Date] at [Appointment Location]. Unfortunately, the service provided was incomplete, and I would like to express my concerns.

During the appointment, [briefly describe the specific issues or lack of service experienced]. This experience was disappointing as I was expecting [mention your expectations based on prior communication].

I believe that this issue could be addressed to improve the service provided to clients. I would appreciate it if you could look into this matter and provide guidance on how we can resolve the situation, as well as ensure it doesn't happen in the future.

Thank you for your attention to my feedback. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]