

# Letter of Concern Regarding Service Experience

Date: [Insert Date]

To: [Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concern regarding a recent experience I had at [Company Name] on [Date of Experience]. I was disappointed with the service I received from your staff, which I found to be unhelpful and, at times, rude.

Specifically, [briefly describe the incident, mentioning any specific behaviors or comments that were concerning]. This interaction left me feeling undervalued as a customer and created a negative impression of your establishment.

I believe that customer service is crucial to the success of any business, and I hope that appropriate measures can be taken to address this issue. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Address]