

# Formal Complaint Regarding Unsatisfactory Customer Service

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the customer service I received on [date of incident]. I contacted your company regarding [brief description of the issue] and was extremely disappointed with the response I received.

Despite my attempts to resolve the issue, [describe the specific issues you faced, such as rudeness, lack of assistance, or delayed responses]. This experience has greatly affected my perception of your company.

I expected a higher level of service based on your company's reputation, and I hope you can address this matter promptly. I would appreciate it if you could look into this issue and take the necessary steps to improve your customer service standards.

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

Sincerely,

[Your Name]