

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received from your technician, [Technician's Name], on [Date of Service].

During their visit, I encountered several issues that have raised my concerns about the quality of service. Specifically, [describe the issues, e.g., lack of professionalism, incomplete work, rude behavior].

Given the circumstances, I believe that this experience does not reflect the high standards of service that your company is known for. I would appreciate it if you could address this matter and ensure that appropriate measures are taken to prevent similar occurrences in the future.

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

Sincerely,
[Your Name]