

Letter Regarding Issue Faced with Service Technician's Work

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to bring to your attention an issue I faced with the service technician who was dispatched to my location on [Insert Date of Service]. Unfortunately, the service provided did not meet the professional standards expected.

Specifically, [describe the issue briefly, e.g., the technician arrived late, did not complete the job, was unprofessional, etc.]. As a result, [describe the impact of the issue, e.g., inconvenience caused, additional costs incurred, etc.].

I trust that you will take this matter seriously and look into it promptly. I would appreciate a follow-up regarding this issue and any corrective actions that will be taken to prevent such occurrences in the future.

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

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