

# Complaint Letter

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the service I received on [specific date]. I had expected your company to meet the promised service standards based on the commitment outlined in [mention any document, advertisement, or agreement].

Unfortunately, the service provided was below the promised standard, as [describe specific issues encountered]. This has led to [explain the impact this has had on you or your business].

I urge you to address this issue promptly. I expect a resolution to my concerns and a plan for ensuring such service failures do not occur in the future.

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

Sincerely,

[Your Name]