

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Service Provider Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concerns regarding the inadequate repair services I have recently experienced with your company. On [insert date of service], I availed your services for [briefly describe the issue or repair needed]. Unfortunately, the quality of the repairs has fallen short of my expectations, leading to further complications.

Despite following up with your team on [insert follow-up dates], I have yet to receive a satisfactory resolution to my concerns. It is disappointing to see that the level of service promised does not align with the actual experience I've had.

I would appreciate it if you could look into this matter promptly and provide a more effective solution. I believe that addressing these issues is crucial for maintaining your company's reputation and customer trust.

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

Sincerely,

[Your Name]