

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 express my dissatisfaction with the quality of repair work performed on my [specific item] on [date of service]. Following the service, I encountered several issues that were not addressed by your technicians.

Specifically, [describe the issues in detail, including what was expected versus what was delivered]. I had expected a professional level of service based on your company's reputation, but unfortunately, my experience has been far from satisfactory.

I kindly request that you address these issues promptly. I believe that a resolution should involve [state your desired outcome - rework, refund, etc.].

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

Sincerely,

Your Name