

Complaint Regarding Service Hour Discrepancies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally complain about the discrepancies I have experienced regarding the service hours provided by [Company Name]. On [specific date(s)], I contacted your service team expecting assistance during the designated hours of operation, which I understand to be [insert operational hours]. However, I encountered [describe the issue, e.g., unavailability, delayed responses, etc.].

This has caused significant inconvenience as I relied on your services during those hours. I believe it is important to address this matter so that future customers do not face similar issues.

I would appreciate your immediate attention to this issue and a response detailing how you plan to rectify the discrepancies in your service hours.

Thank you for your attention to this matter.

Sincerely,

[Your Name]