

Subject: Request for Prompt Attention to Poor Experience

[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 hope this message finds you well. I am writing to formally bring to your attention the poor experience I recently encountered with [specific service or product] at [location or event]. On [date of experience], I faced several issues that fell short of the standards I have come to expect from your company.

[Briefly describe the issues experienced and impact it had on you.]

I believe it is important for organizations to address such experiences promptly, and I would appreciate it if you could look into this matter at your earliest convenience. I look forward to hearing from you regarding the steps that will be taken to resolve this issue.

Thank you for your attention to this matter.

Sincerely,
[Your Name]