

Urgent Complaint Regarding Service Failure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction and urgent complaint regarding the service failure I experienced on [insert date of incident]. Despite my attempts to resolve the issue informally, the lack of action taken has left me with no choice but to escalate this matter.

On [insert date], I encountered [describe the specific issue or failure in detail]. This not only caused me significant inconvenience but also undermined my trust in your company's service standards.

I urge you to address this issue promptly and provide a resolution by [insert a specific date]. I expect a formal response and corrective action to be taken.

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

Sincerely,

[Your Name]