

Transportation Service Incident Report

Date: [Insert Date]

To: [Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

Subject: Service Quality Complaint Report

Dear [Recipient Name],

I am writing to formally report an incident regarding the quality of service provided by [Company Name] during my recent transportation experience on [Insert Date of Incident]. The details of the incident are as follows:

Incident Details:

- **Service Type:** [Bus/Taxi/Ride-Sharing/etc.]
- **Booking Reference Number:** [Insert Reference Number]
- **Pickup Location:** [Insert Location]
- **Drop-off Location:** [Insert Location]
- **Driver Name:** [Insert Driver's Name]
- **Date and Time of Incident:** [Insert Date and Time]
- **Description of Incident:** [Provide a brief description of what occurred and how it affected your experience.]

I believe this incident reflects a lapse in the quality of service expected from [Company Name], and I request that this matter be thoroughly investigated. I hope to see improvements in your service to prevent future occurrences.

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

Sincerely,

[Your Name]