

Formal Complaint Regarding Transportation Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Transportation Service Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the transportation service I received on [insert date of service]. Despite prior arrangements, I encountered several issues that affected my experience, including:

- [Issue 1: e.g., late arrival]
- [Issue 2: e.g., vehicle condition]
- [Issue 3: e.g., rude behavior of the driver]

These problems caused significant inconvenience and disruption to my schedule. I believe it is important to bring these matters to your attention to ensure they are addressed promptly.

I would appreciate a response to this complaint and any steps you will take to rectify the situation. Thank you for your attention to this matter.

Sincerely,

[Your Name]