

# Formal Complaint for Unsatisfactory Transportation Service

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 with the transportation services provided by [Company Name] on [Date of Service]. My experience was far below the standards promised and has compelled me to seek a reimbursement for the unsatisfactory service.

On the aforementioned date, I encountered several issues including [briefly describe the problems, e.g., delayed pick-up time, unprofessional driver, vehicle conditions]. These problems not only caused me significant inconvenience but also resulted in additional costs and stress.

As a loyal customer, I expected a higher level of service, and I believe it is fair and reasonable to request a full reimbursement for the transportation service. I have attached copies of my original booking confirmation and any relevant documentation supporting my claim.

I kindly ask you to process my reimbursement request at your earliest convenience. I hope this matter can be resolved quickly and amicably. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]