

# Letter of Concern

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concern regarding the service standards that I have recently experienced with [Company/Organization Name]. Despite my previous positive experiences, my latest interactions have not met the expected level of quality.

On [specific date], I encountered [briefly describe the issue or incident]. This experience was disappointing, as I have come to expect a higher standard of service from your establishment.

I believe it is crucial for [Company/Organization Name] to address this matter promptly to uphold the reputation that you have built with your customers over the years. I would appreciate it if you could look into this issue and provide feedback on what steps will be taken to resolve it.

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

Sincerely,

[Your Name]