

# Report on Disappointing Service

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report on Disappointing Service Received

Dear [Recipient's Name],

I am writing to formally report an experience I recently had with [Company/Service Provider Name] on [Date of Incident]. Unfortunately, the service I received fell below my expectations and the usual standards upheld by your company.

During my interaction, I encountered several issues, including:

- [Detail the first issue]
- [Detail the second issue]
- [Detail the third issue]

These issues significantly impacted my experience and prompted this report. I believe it is important for you to be aware of such incidents to improve service quality and customer satisfaction.

I hope you will take the necessary steps to address these concerns, and I look forward to your response regarding this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]