

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Manager,

I am writing to formally address my dissatisfaction with the service I have experienced at [Company Name]. On [specific date], I [describe the service or product you were seeking] and, unfortunately, the service provided has not met my expectations.

Firstly, the delay in service has been quite frustrating. I was informed that [specific timeline promised], but instead, it has taken [actual time taken]. This delay has caused [mention any inconvenience or issue faced].

Additionally, [mention any other issues or dissatisfaction related to the service]. I expected a higher standard of service, which is why I chose your company in the first place.

I would appreciate it if you could look into this matter and provide me with a resolution. I hope to see improvements in your service delivery and ultimately restore my faith in [Company Name].

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

Sincerely,
[Your Name]