

# Formal Complaint Regarding Service Quality

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally express my dissatisfaction with the service quality I have received from your company regarding my account (Account Number: [Insert Account Number]). Over the past [duration], I have encountered multiple issues that have caused significant inconvenience and frustration.

Specifically, I would like to highlight the following issues:

- [Issue 1 - Description]
- [Issue 2 - Description]
- [Issue 3 - Description]

Despite my attempts to resolve these issues through your customer service channels, I have not received satisfactory assistance. This lack of effective communication and resolution is unacceptable and does not align with the standards expected from your company.

I kindly request that you address these issues promptly. I would appreciate a response by [insert date] outlining the steps that will be taken to rectify these matters.

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

Sincerely,

[Your Name]