

Letter of Concern about Inadequate Service Delivery

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my concern regarding the inadequate service delivery I have experienced with [specific service or issue] on [specific dates or instances]. Despite my previous attempts to address these issues, I have not seen any improvements.

Details of the issues are as follows:

- [First issue]
- [Second issue]
- [Third issue]

As a customer/client, I believe that quality service is paramount, and I would appreciate your urgent attention to these matters. I trust that corrective actions will be taken to enhance the level of service provided.

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

Sincerely,

[Your Name]