

# Report on Unsatisfactory Service Experience

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally report my unsatisfactory experience with [Service/Company Name] that occurred on [Date of Experience]. I believe it is important to bring this matter to your attention for improvement.

Details of the incident:

- **Service Requested:** [Describe the service]
- **Date of Service:** [Date]
- **Location:** [Location]
- **Description of the Issue:** [Describe the issue encountered]
- **Expected Outcome:** [Explain what you expected]
- **Actual Outcome:** [Describe what actually happened]

Despite my attempts to resolve the issue through [mention any previous communication], I did not receive a satisfactory response. This has significantly impacted my perception of your company.

I hope you can address this matter promptly and take necessary measures to improve your services. I look forward to hearing from you soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]