

Response to Unsatisfactory Service Interaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received on [insert date of service interaction]. Despite my expectations, the experience was not satisfactory due to [briefly describe the issue].

I had hoped for [describe your expectation], but unfortunately, this was not delivered. I believe that as a valued customer, it is important for me to bring this matter to your attention. I trust that you will take this feedback seriously and take appropriate action to prevent similar situations in the future.

I appreciate your prompt attention to this issue and look forward to your response.

Sincerely,

[Your Name]