

Letter of Accountability

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Acknowledgment of Unsatisfactory Service

I am writing to formally address the recent service experience I encountered on [insert date of service]. It is with disappointment that I express my concerns regarding the level of service provided, which did not meet the expectations set by [Company Name].

Specifically, the following issues were noted:

- [Issue 1: Description of the unsatisfactory service]
- [Issue 2: Description of the unsatisfactory service]
- [Issue 3: Description of the unsatisfactory service]

These issues have not only caused inconvenience but have also affected my trust in [Company Name]. I believe accountability is vital, and I expect a response outlining the steps that will be taken to rectify the situation and prevent future occurrences.

Thank you for addressing this matter promptly. I look forward to your acknowledgment and resolution.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]