

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding my recent experience with your service on [specific date], which I believe will be beneficial for your continuous improvement.

Firstly, I would like to commend your team for [positive aspect of the service, e.g., professionalism, responsiveness, etc.]. I truly appreciated [specific example]. It made my experience enjoyable.

However, I encountered some issues during my service experience that I believe should be addressed. [Describe the negative aspect, e.g., delays, lack of communication, product issues, etc.]. This aspect has left me disappointed and I hope future improvements can be made in this regard.

Thank you for taking the time to consider my feedback. I look forward to seeing how your team can enhance the service quality in the future.

Warm regards,  
[Your Name]