

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

Manager's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received on [date of service] at [location or website]. Despite my expectations for a high standard of service, I encountered several issues that I believe warrant your attention.

Specifically, [describe the issue(s) in detail, including what happened and how it was unsatisfactory]. This experience not only caused me inconvenience but also left me feeling [describe your feelings, e.g., frustrated, disappointed].

I have always appreciated [Company's Name] for its commitment to customer satisfaction, which is why this experience was particularly disappointing. I kindly request that you investigate this matter further and take steps to ensure that it does not happen in the future.

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

Sincerely,
[Your Name]