

Letter of Concern Regarding Lack of Service Professionalism

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my concern regarding the lack of professionalism I experienced during my recent interaction with your team on [specific date]. Despite my expectations based on your company's reputation, I found the service provided to be below standard.

The specific issues I encountered included [briefly describe the issues and any relevant details]. This experience not only caused inconvenience but also raised doubts regarding the high standards of service that your company promotes.

I believe in open communication and would appreciate an explanation of how these issues can be addressed. I hope to see improvements in the future to ensure a better experience for all customers.

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

Sincerely,

[Your Name]