

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

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my dissatisfaction with the service I received from your company on [specific date]. Despite my expectations based on our previous interactions, the service I encountered fell far short of acceptable standards.

Specifically, [describe the issues you experienced, including any relevant details and examples]. I believe this lack of service quality not only reflects poorly on your company but also affects your reputation in the market.

I would appreciate it if you could address this issue promptly. I look forward to hearing how you plan to rectify this situation and restore my faith in your services.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]