

Letter of Disappointment in Service Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my disappointment regarding the service I have received from [Company/Organization Name] on [specific date or timeframe]. I had high expectations based on our previous experiences; however, this time, the service fell significantly short.

Specifically, I encountered issues such as [briefly describe the issues you faced]. These problems not only caused inconvenience but also affected my overall experience with your company.

I believe that quality service is essential for customer satisfaction, and I hope you will address these concerns promptly. I value the relationship I have with [Company/Organization Name] and look forward to seeing improvements in the future.

Thank you for your attention to this matter. I hope to hear back from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]