

Notice of Subpar Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of the subpar service I received on [Insert Date of Service]. Despite my expectations based on your company's reputation, I was disappointed by [briefly describe the specific issues with the service].

Please find attached any relevant documentation or photographs supporting my claims.

I trust that you will address this matter promptly and address my concerns. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]