

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

**Subject: Grievance Regarding Spoiled Food Delivery**

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with a recent food delivery I received on [Delivery Date] from your service. Unfortunately, upon opening the delivery, I found that the food was spoiled and unfit for consumption.

The items that were spoiled include [List of Spoiled Items]. This experience has been quite disappointing, considering the reputation of your establishment and the anticipation of enjoying a meal from your service.

I kindly request a full refund for the spoiled items and would appreciate measures taken to ensure this does not happen in the future. I hope you understand my concern regarding food safety and customer satisfaction.

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

Sincerely,  
[Your Name]