

Automotive Service Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Service Manager's Name]

[Automotive Service Center Name]

[Service Center Address]

[City, State, ZIP Code]

Dear [Service Manager's Name],

I am writing to formally express my dissatisfaction with the service I received at [Automotive Service Center Name] on [Date of Service].

Details of the service:

- Type of Service: [Service Type]
- Date of Service: [Date]
- Invoice Number: [Invoice Number]

Unfortunately, the issues I brought my vehicle in for were not resolved to my satisfaction. [Explain the specific problem and any additional issues that occurred as a result of the service].

I expected a higher level of customer service and quality from your establishment, and I request a prompt resolution to this matter. I would appreciate a refund or a complimentary follow-up service to rectify the issues with my vehicle.

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

Sincerely,

[Your Name]