Letter of Dissatisfaction with Home Maintenance Service

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Service Provider's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Service Provider's Name],
I am writing to formally express my dissatisfaction with the home maintenance service I received on [insert date of service]. Despite my expectations for quality work, the service did not meet the standards promised.
[Briefly describe the issues encountered, e.g., delays, lack of professionalism, incomplete work, etc. Include specific examples if possible.]
Given these concerns, I would appreciate it if you could address this matter promptly. I would like to schedule a follow-up appointment to rectify these issues at your earliest convenience.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]