

Letter of Appeal for Inadequate Staff Response

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal regarding the inadequate response I received from your staff concerning [briefly describe the issue, e.g., "my recent inquiry about my account status"]. I believe that the handling of my situation did not meet the standards of service that your company is known for.

On [insert date of the initial contact], I reached out to your support team regarding [provide details of the issue]. However, [describe the inadequate response received]. This has left me feeling [express feelings, e.g., frustrated or concerned].

I would appreciate it if you could look into this matter further and provide me with a more satisfactory resolution. I have always valued [Company/Organization Name] for its service, and I hope this incident can be addressed appropriately.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]