

# Grievance Regarding Customer Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hotel/Restaurant Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction regarding the customer service I experienced at [Hotel/Restaurant Name] on [Date of Visit].

During my visit, I encountered several issues, including [briefly describe specific issues, e.g., unprofessional staff, long wait times, poor service quality]. These problems significantly affected my experience.

I believe that as a valued customer, it is important to bring these concerns to your attention, as they reflect negatively on your establishment.

I hope you will take my feedback seriously and implement measures to improve your customer service policies.

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

Sincerely,

[Your Name]