

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Membership Services  
Company Name  
Company Address  
City, State, Zip Code

Dear Membership Services,

I am writing to formally express my dissatisfaction with the membership services I have received since joining your organization on [Joining Date].

On [specific date], I encountered the following issues that I believe need immediate attention: [briefly describe the issue, e.g., unresponsiveness, billing error, lack of promised benefits].

As a member, I expected a high level of service and support, which has unfortunately not been met. I kindly request that you address this concern at your earliest convenience and provide a resolution for the issues mentioned.

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

Sincerely,  
[Your Name]