

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

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding an unexpected vehicle breakdown I experienced with my [make and model of vehicle] on [date of breakdown]. I had relied on your company's service for maintenance, and I am disappointed that this incident occurred.

The vehicle broke down while driving on [specific location], leaving me stranded and incurring additional costs and inconveniences. This experience not only disrupted my daily schedule but also raised concerns about the reliability of the service provided.

I kindly request a detailed investigation into the circumstances surrounding my vehicle's breakdown, along with any necessary compensation for the expenses incurred during this incident. I believe that customer feedback is essential for improving your services, and I hope to see a resolution soon.

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

Sincerely,
[Your Name]