

Letter of Concern

Date: [Insert Date]

To: [Repair Service Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to express my concerns regarding the quality of service I received during my recent experience with your repair department on [Insert Date of Service]. Despite my expectations based on your company's reputation, I found the service to be below standard.

Specifically, [describe issues encountered, such as delays, lack of communication, subpar repairs, etc.]. This has caused significant inconvenience and dissatisfaction.

I would appreciate your attention to this matter. A timely response addressing my concerns and potential solutions would be greatly appreciated.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Contact Information]