

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

Parking Service Manager  
Parking Company Name  
Company Address  
City, State, Zip Code

Dear Parking Service Manager,

I am writing to formally lodge a complaint regarding the parking services provided by your company. On [specific date], I encountered significant issues while attempting to utilize your parking facilities.

Despite [describe the specific issue, e.g., lack of available spaces, malfunctioning payment machine], I was unable to [explain the impact, e.g., find parking, make a payment]. This not only caused inconvenience but also resulted in [mention any repercussions, e.g., being late to an important appointment, incurring fines].

I believe that as a paying customer, I deserve a level of service that is both reliable and satisfactory. Therefore, I kindly request that you investigate this matter and take appropriate actions to prevent similar issues in the future.

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

Sincerely,  
[Your Name]