

Letter of Concern

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Dear [Service Provider's Name],

I am writing to express my concern regarding the recent service I received for my [specific appliance] on [service date]. Despite my expectations for a professional and efficient service, I encountered several issues that I believe need to be addressed.

Firstly, [describe the specific issue, e.g., the technician arrived late, the appliance was not repaired properly, etc.]. This has caused [explain the consequence, e.g., inconvenience, further damage, etc.].

Furthermore, I was disappointed with [mention any other issues, e.g., communication, professionalism, etc.]. I believe that as a valued customer, I deserve a higher standard of service.

I kindly request that you look into this matter and provide a resolution. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]