

# **Subject: Complaint Regarding Simultaneous Interpretation Equipment Performance**

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the performance of the simultaneous interpretation equipment supplied during the [event name] held on [event date].

Throughout the event, several technical issues were reported, including frequent audio interruptions, poor sound quality, and significant delays in translation, which hindered effective communication for all participants.

Given the importance of clear and accurate communication in multilingual settings, I believe it is crucial that these issues be addressed promptly. I request a thorough review of the equipment used and an explanation of the steps that will be taken to ensure more reliable service in the future.

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

Sincerely,

[Your Name]