

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Tutoring Service Name]

[Service Address]

[City, State, Zip Code]

Dear [Tutoring Service Manager's Name],

I am writing to express my concerns regarding the quality of tutoring services my child, [Child's Name], has received at your center. While we initially had high expectations based on your promotional materials, we have encountered several issues that have prompted this communication.

Specifically, I have noticed [mention specific issues, e.g., lack of engagement from the tutor, insufficient preparation for sessions, or mismatched teaching methods]. This has adversely affected [Child's Name]'s learning experience and overall progress.

I believe open communication is essential, and I would appreciate the opportunity to discuss these concerns further. My hope is to find a resolution that ensures a better learning environment for my child.

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

Sincerely,

[Your Name]

[Your Contact Information]