

Complaint Letter Regarding Subpar Service

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received on [insert date] at [insert location or service area]. Unfortunately, the experience did not meet the standard I expect from [Company's Name].

Details of my experience are as follows:

- Service attempted: [Brief description]
- Issues faced: [Describe the issues encountered]
- Staff interaction: [Note any relevant staff interaction]

This experience was disappointing, and I believe it reflects poorly on the commitment to customer satisfaction that [Company's Name] espouses. I would appreciate it if you could address this matter and provide feedback on how you plan to improve your service.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]