

# Inquiry Regarding Poor Service Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about the unsatisfactory resolution of my recent service experience with [Company Name] on [Date of Incident]. Despite my previous communications, the issue remains unresolved.

The details of my concern are as follows:

- Description of the service issue
- Previous attempts at resolution
- Any reference numbers or communication records

I would greatly appreciate your attention to this matter and would like to know the next steps towards a satisfactory resolution. Please let me know how soon I can expect a response.

Thank you for your prompt attention to this inquiry.

Sincerely,

[Your Name]