

Letter of Contrition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere apologies for the unsatisfactory service I experienced during my recent interaction with [Company Name]. On [specific date], I encountered several issues that left me disappointed and frustrated.

Unfortunately, [describe the specific issues or services that did not meet expectations]. I expected a high standard of service from your company, which I have previously admired, but this experience fell short.

I believe that recognizing when things go wrong is essential for any business, and I appreciate your attention to this matter. I hope to see improvements in the future, as I value the services you provide.

Thank you for taking the time to address my concerns. I look forward to your response.

Sincerely,

[Your Name]