

Subject: Acknowledgment of Service Issues

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally acknowledge and express my concerns regarding the service I received on [date]. Unfortunately, the experience did not meet the expectations set forth in our agreement.

I appreciate the efforts made by your team; however, there were several issues that require attention, including [briefly list specific issues]. These shortcomings have affected my overall satisfaction with your services.

It is my hope that we can address these concerns amicably and work towards a resolution. I look forward to your prompt response and a plan of action to rectify these issues.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]