

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret regarding my recent experience with [describe the service or situation briefly]. Unfortunately, it did not meet the standard I expected.

[Provide specific details about the incident and how it affected you or your experience.]

It is disappointing when expectations are not met, and I want to assure you that my intention is to provide constructive feedback. I believe that customer satisfaction is vital, and I hope this feedback helps improve services in the future.

Thank you for taking the time to consider my perspective. I appreciate your attention to this matter and look forward to seeing positive changes implemented.

Sincerely,

[Your Name]