

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to express my dissatisfaction with the customer service I received at [Company Name] on [Date]. During my interaction with your staff, I experienced [briefly describe the issue, e.g., rudeness, lack of assistance, etc.].

This experience was disappointing, especially considering my previous positive experiences with your company. I believe that customer service should be a top priority, and I felt that it was lacking during my visit.

I would appreciate it if you could look into this matter and take the necessary steps to improve your service. Thank you for your attention to this issue.

Sincerely,
[Your Name]