

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my concern regarding the inadequate service I received on [specific date or time]. Despite my expectations based on previous experiences with your company, I was disappointed by the level of service provided.

[Provide specific details about the service issue, such as what went wrong, how it affected you, and any previous communications about it.]

I believe that customer satisfaction is important to your company, and I hope this issue can be resolved promptly. I would appreciate your immediate attention to this matter.

Thank you for considering my concerns. I look forward to your prompt response.

Sincerely,

[Your Name]