

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

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

Dear [Recipient's Name],

I am writing to express my dissatisfaction with the level of service I received from your company on [specific date]. Despite my expectations, the service did not meet the standards that were promised.

Specifically, [briefly describe the service issue, including what happened and how it fell short]. This experience was disappointing, as I have always valued your company for its commitment to customer satisfaction.

I hope that you will take my concerns seriously and address the issues I have outlined. I look forward to your prompt response and resolution to this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]