

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service quality I have received from [Company's Name] on [specific date or period]. Despite my expectations, the service provided has not met the standards advertised.

[Briefly describe the specific issues you encountered, including dates, interactions, and any other relevant details.]

As a loyal customer, I believe feedback is essential for improving service quality. I hope that my concerns can be addressed promptly, and I look forward to your response regarding how you will rectify this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]