

# Service Complaint Letter

[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 formally express my dissatisfaction with the service I received on [Date of Service] at [Location or Website]. Despite my expectations based on [insert any prior positive experiences or general company reputation], my experience fell short due to [describe specific issues with the service].

Specifically, [provide details of the complaint, including any interactions with staff, delays, product issues, etc.]. This experience has left me feeling [describe feelings such as disappointed, frustrated, etc.].

I would appreciate it if you could look into this matter and provide a resolution. I look forward to hearing back from you soon and hope we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]