

Letter of Complaint Regarding Subpar Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 [specific date] at [location or service context]. Despite my expectations based on your advertised standards, I was disappointed by the quality and professionalism displayed by your staff.

Despite my attempts to [describe any attempts made to resolve the issue], the situation did not improve, leading to my frustration and inconvenience. I believe that as a customer, I deserve to receive the level of service promised by your company.

I kindly request that you address this matter promptly and provide feedback on how you plan to rectify this situation. I value your attention to this issue and hope for a resolution to restore my confidence in your services.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]