

Complaint Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a service issue I experienced on [insert date of service]. The service provided did not meet the expectations outlined, and I would like to outline my concerns and seek resolution.

Details of the issue:

- Nature of the issue: [Describe the service issue briefly]
- Date of service: [Insert date]
- Expected service: [Specify the expected service]
- Actual service received: [Describe what was actually received]

I have attempted to resolve this matter by [mention any previous communications or attempts to resolve the issue]. However, I have not received a satisfactory response.

I would appreciate it if you could take immediate action to resolve this matter and provide compensation or an alternative solution, as appropriate. I believe this will restore my confidence in your service commitment.

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

Sincerely,

[Your Name]