

# Service Complaint Letter

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient Name] [Company Name] [Company Address] [City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding a recent experience I had with your service on [insert date]. Unfortunately, there appears to have been a significant miscommunication that led to [briefly explain the issue].

Despite my efforts to clarify the situation by [mention any steps taken], I felt that my concerns were not addressed appropriately. This has resulted in [describe any consequences or impacts of the miscommunication].

I kindly request that you look into this matter and provide a resolution at your earliest convenience. I believe that this situation can be improved for both parties moving forward.

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

Sincerely,

[Your Name]