

Service Accessibility Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the accessibility issues I have encountered while using your services. On [specific date], I faced significant challenges that hindered my ability to fully utilize the services provided by [Company/Organization Name].

The specific issues I experienced include:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These accessibility barriers have caused [explain impact of the issues, e.g., inconvenience, inability to access services, etc.]. I believe that every customer should have equal access to your services, and it is imperative that necessary adjustments or improvements are made.

I kindly request that you address these issues promptly and inform me of the actions you plan to take to enhance accessibility for all customers. I appreciate your attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]