

# Formal Service Complaint

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 express my dissatisfaction with the quality of the [specific product name] that I purchased on [purchase date] from [store/website name]. Unfortunately, the product has not met my expectations due to the following issues:

- [Issue 1: Describe the quality problem]
- [Issue 2: Describe any additional problems]
- [Issue 3: Describe any further issues if applicable]

Despite my attempts to resolve this matter through [include details of any previous communications or attempts to rectify the issue], I have not received a satisfactory response. Therefore, I believe it is necessary to formally request a resolution.

I kindly ask that you investigate these quality issues and provide a suitable remedy, which may include a replacement or a full refund. I look forward to your prompt response to this matter.

Thank you for your attention to this issue. I hope to resolve this matter amicably.

Sincerely,

[Your Name]