

Formal Service Complaint

Your Name

Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Recipient Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service I received on [date of service]. My experience with [specific service or product] was far from satisfactory due to [briefly explain the issue].

Despite my expectations for quality service, I encountered [describe specific issues encountered, e.g., poor customer service, delays, product malfunction, etc.]. This not only caused inconvenience but also led to [explain any further consequences or impact].

I believe that as a customer, I deserve [outline reasonable expectations, such as timely service, quality product, customer support etc.], and I feel let down by my experience. I hope to resolve this matter efficiently and amicably.

I would appreciate it if you could look into this issue and provide a resolution. I look forward to your prompt response addressing my concerns.

Thank you for your attention to this matter.

Sincerely,
[Your Name]