

Letter of Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Lack of Additional Services

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the lack of additional services provided by [Company Name]. As a customer, I had high expectations based on your advertised offerings which, regrettably, have not been met.

On [specific date], I expected to receive [mention specific service or product], but there was a noticeable absence of [mention the specific additional services that are lacking]. This has not only caused inconvenience but also impacted my overall experience with your company.

I believe that enhancing your service offerings would benefit both your customers and your business. I respectfully urge you to consider implementing the following additional services: [list any suggestions you have].

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

Sincerely,

[Your Name]