

Inquiry Regarding Service Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention some discrepancies I have encountered with the services provided by [Company Name]. On [specific date(s)], I experienced the following issues: [briefly describe the discrepancies].

These discrepancies have [explain any impact on your situation]. I would appreciate your assistance in resolving these matters promptly.

Please let me know how we can address these concerns. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]