

# Letter of Complaint Regarding Service Deficiencies

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the services provided by [Business Partner's Company Name] due to a series of deficiencies we have encountered.

Specifically, we have experienced the following issues:

- [Issue 1: Brief description]
- [Issue 2: Brief description]
- [Issue 3: Brief description]

These issues have significantly impacted our operations and the overall partnership. I urge you to address these matters promptly to avoid further escalation.

I look forward to your timely response and a resolution to these issues. Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]