

# Letter of Dissatisfaction

Date: [Insert Date]

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

To: [Partner's Name]  
[Partner's Company Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to express my dissatisfaction regarding the service levels we have been experiencing from your team over the past few months.

Specifically, I have noticed the following issues:

- Delayed responses to our inquiries
- Inconsistent quality of service
- Lack of communication on project updates

These issues have negatively impacted our operations and, ultimately, our clients' satisfaction. I value our partnership and believe that by addressing these concerns together, we can improve our working relationship.

I would appreciate a prompt response to discuss how we can resolve these issues moving forward. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]