

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

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received at [Company Name] on [Date of Service]. Unfortunately, my experience did not meet the standards I expect from your establishment.

Specifically, [briefly describe the issue, such as poor service, delays, or unfulfilled promises]. This has left me feeling [explain your feelings, e.g., frustrated, disappointed].

I believe it is important for you to be aware of this situation, and I hope that appropriate measures will be taken to address this issue. I would appreciate a response detailing how you intend to resolve this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,  
Your Name