

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my concern regarding the unprofessional service I recently experienced at [Company Name] on [Date of Service]. As a valued customer, I was disappointed with the lack of professionalism displayed by your staff.

Specifically, [describe the incident or issue in detail, including what happened and how it made you feel]. This experience has left me feeling [describe your feelings, e.g., frustrated, overlooked, etc.], which is not what I expect from a company of your reputation.

I believe it is important for [Company Name] to be aware of this incident to ensure that similar situations do not occur in the future. I hope that you take this feedback into consideration and work towards improving your service standards.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]