

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]

## **Subject: Feedback on Unacceptable Service**

Dear [Recipient Name],

I am writing to express my disappointment regarding the service I received on [insert date] at [insert location]. Despite my expectations based on previous experiences with your company, this particular incident fell significantly short.

Specifically, [describe the issues you encountered, such as long wait times, unhelpful staff, poor product quality, etc.]. This experience has led to considerable frustration and dissatisfaction.

I believe in providing feedback to help companies improve their services, and I hope that you take my comments seriously. A prompt resolution to this matter would be appreciated and would help restore my faith in your company.

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

Sincerely,

[Your Name]