

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

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date]. Despite my expectations, the service did not meet the standard that I believe your company upholds.

[Briefly describe the issue or situation, including what service was expected vs. what was received. Provide any relevant order numbers or information.]

This experience has left me disappointed and I wish to bring this matter to your attention. I believe that it is important for your company to be aware of how this incident has affected my overall satisfaction.

I would appreciate a prompt response to this issue, along with an explanation of how it will be addressed moving forward. Thank you for your attention to this matter.

Sincerely,
[Your Name]