

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 request an apology regarding my recent experience with [describe the service] on [date of service]. Unfortunately, the service did not meet my expectations, and I believe it is important to address the issues that occurred.

The details of my experience include [briefly outline the complaint, including any relevant facts]. I was disappointed as I had anticipated a higher standard of service based on your company's reputation.

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

Sincerely,
[Your Name]