

Service Complaint Letter

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 [date of service] regarding [describe service or issue briefly]. Despite my anticipation of a positive experience, I faced several issues that did not meet the company's advertised standards.

Specifically, I encountered [list specific issues, e.g., delays, poor service quality, unprofessional behavior, etc.]. This experience has caused me [describe any inconvenience or negative impact], and I believe it warrants your attention.

I would appreciate it if you could address these concerns, and I look forward to your prompt response. Additionally, I would appreciate any compensation or resolution you can provide regarding this matter.

Thank you for taking the time to consider my complaint. I hope to hear from you soon.

Sincerely,
[Your Name]