

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received on [date] at your [location or department]. Despite my previous expectations, the service fell short in several areas.

Firstly, [briefly describe the issue, e.g., "the staff was unhelpful and did not address my concerns"]. Additionally, [mention any other specific issues, e.g., "the response time was excessively long"]. This experience did not reflect the high standards that I associate with your company.

I hope you take this matter seriously and address these issues to prevent future occurrences. I look forward to your prompt response regarding this complaint.

Thank you for your attention to this matter.

Sincerely,

[Your Name]