

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Subject: Formal Complaint Regarding Inadequate Service Quality

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the quality of service I received on [specific date] at [location or service point]. Despite my expectations based on [your experience or company reputation], my experience fell significantly short.

Specifically, [briefly describe the issues faced, e.g., delays, unprofessional behavior, product quality, etc.]. This experience was not only disappointing but also inconvenient, as it [mention how it affected you, e.g., caused delays, wasted time, etc.].

I believe that feedback is essential for improving service quality, and I urge you to address these concerns. I would appreciate it if you could look into this matter and respond with how you plan to prevent such issues from happening in the future.

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

Sincerely,

[Your Name]