

# Formal Complaint Regarding Poor Service Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received from [Company Name] on [specific date]. Despite my initial expectations, the level of service provided was below what I consider acceptable.

[Describe the specific issues you faced, including dates, names of employees involved, and any relevant details.]

I believe it is important to bring these issues to your attention as they tarnish the reputation of [Company Name] and could potentially impact further business relationships.

I kindly request that you look into this matter and provide a response explaining how the issue will be addressed. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]