

Formal Claim for Lack of Proper Customer Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the lack of proper customer service I experienced on [insert date of the incident] at [insert location or method of service, e.g., phone, email, etc.].

Despite my attempts to resolve the issue at that time, the service I received was [describe specific details of the poor service, e.g., unhelpful, rude, unresponsive, etc.]. This experience has left me feeling [describe how it made you feel, e.g., frustrated, disappointed, etc.].

I believe that as a valued customer, I deserve to receive courteous and effective service. I request that you address this matter promptly and provide appropriate feedback on how such issues will be handled in the future.

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

Sincerely,

[Your Name]