

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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 provided by [Company Name] on [specific date]. Despite my expectations based on your reputation, I encountered several issues that affected my overall experience.

Firstly, [describe the specific issue or problem]. This not only caused inconvenience but also led to a significant disappointment, as I had anticipated a much higher quality of service.

Additionally, [mention any other related problems or areas of concern]. I believe these issues reflect a lack of attention to customer satisfaction.

I trust that you take customer feedback seriously and will address these matters promptly. I appreciate your attention to this issue and look forward to your response.

Sincerely,  
[Your Name]