

Formal Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 grievance regarding the unsatisfactory service I received from [Company's Name] on [date of service]. Despite my expectations, my experience fell short due to [briefly describe the issue or service failure].

As a valued customer, I was disappointed by [specific details about your experience, e.g., lack of response, poor product quality, etc.]. I believe that such service does not reflect the standards your company promises to uphold.

I kindly request that you investigate this matter and provide a resolution. I am looking for [state what you would like as a resolution, e.g., a refund, replacement, or an apology]. I hope to hear back from you within [mention a timeframe, e.g., two weeks].

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

Sincerely,

[Your Name]