

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my disappointing experience with your customer service on [date of interaction].

During this interaction, I encountered several issues that fell short of the high standards I expected from [Company's Name]. Specifically, [briefly describe the issues, e.g., lack of timely response, unhelpful assistance, etc.]. This experience has not only been frustrating but has also led to a loss of trust in your services.

I believe that customer feedback is vital for improving service quality. I urge you to take this matter seriously and implement necessary changes to ensure that future interactions do not reflect the same level of dissatisfaction.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my concerns.

Sincerely,

[Your Name]