

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

Recipient Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the inefficient service delivery I have experienced at [Name of Company/Organization]. I had anticipated a much higher standard of service, particularly regarding [specific service or product].

On [specific date], I encountered [describe the specific issue, e.g., delays, lack of communication, defective product], which has led to [explain the impact this has had on you or your business, e.g., lost time, inconvenience]. Despite [mention any previous attempts to resolve the issue, such as phone calls or emails], the problem remains unresolved.

As a loyal customer, I expect to receive [mention your expectations based on past experiences or company reputation]. Unfortunately, my recent experiences have fallen significantly short of these expectations.

I urge you to address this matter promptly. I believe a suitable resolution could include [suggest possible solutions or compensation]. I look forward to your prompt response and a resolution to my complaint.

Thank you for your attention to this matter.

Sincerely,
[Your Name]