

# Formal Complaint Regarding Poor Customer Service

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

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally complain about the poor customer service I received on [specific date] at [location/branch]. Despite my expectations of quality service, I was disappointed by [briefly describe the situation, e.g., the lack of assistance, rudeness of staff, etc.].

This experience has caused me significant inconvenience and frustration. I believe that as a valued customer, I deserve better treatment and a satisfactory resolution to this issue.

I would appreciate your prompt attention to this matter and hope to receive a response addressing my concerns. Thank you for taking the time to resolve this issue.

Sincerely,  
Your Name