

# Formal Complaint Regarding Menu Inaccuracies

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

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

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with my recent experience at [Restaurant's Name] on [Date of Visit]. Unfortunately, I encountered several inaccuracies related to the menu that affected my dining experience.

During my visit, I ordered [specific dish] based on the description provided in the menu. However, when it arrived, it differed significantly from what was advertised. The discrepancies included [detail specific inaccuracies, e.g., missing ingredients, incorrect portion size, etc.].

As a loyal customer, I expect transparency and accuracy regarding menu offerings. I believe it is important to uphold the restaurant's reputation by ensuring that the menu descriptions are accurate and reflective of what is served.

I trust that you will address this matter seriously and look forward to your response outlining how you plan to resolve this issue to prevent future occurrences. Thank you for your attention to this matter.

Sincerely,  
Your Name