

Formal Complaint Regarding Inadequate Bus Service Quality

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Transportation Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the inadequate quality of bus services provided by [Transportation Company's Name]. I have experienced multiple issues, including:

- Frequent delays that disrupt my scheduled commitments.
- Overcrowded buses resulting in an uncomfortable travel experience.
- Lack of cleanliness and maintenance on the buses.

These issues have negatively impacted my daily commute and I believe they require immediate attention. I trust that [Transportation Company's Name] values its customers and will take the necessary steps to improve the quality of services offered.

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

Sincerely,

[Your Name]