

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

To Whom It May Concern,
[Train Company Name]
[Train Company Address]
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally complain about the unsatisfactory train service that I experienced on [date of the incident]. I was traveling on [train number or route] and encountered several issues that significantly impacted my journey.

Firstly, the train was delayed by [specific duration], causing inconvenience and disruption to my schedule. Furthermore, the lack of communication regarding the delay was extremely frustrating, as there were no announcements made to inform passengers of the situation.

Additionally, once aboard, I found the carriage to be overcrowded and uncomfortable, with inadequate seating for the number of passengers. The cleanliness of the facilities also left much to be desired.

As a regular customer of [Train Company Name], I expect a higher standard of service. I kindly request that you address these issues to prevent future occurrences and improve the overall experience for your passengers.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]