

Formal Complaint Regarding Disappointing Service Performance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my disappointment regarding the service I received on [date of service]. Unfortunately, the level of service fell far below my expectations and did not meet the standards promised by your company.

Specifically, [briefly describe the issues you encountered, e.g., the delays, lack of communication, unsatisfactory resolution of a problem]. This experience has caused me considerable inconvenience and frustration.

I believe it is important for companies to be accountable for their service performance. Therefore, I would appreciate it if you could look into this matter and provide a satisfactory resolution. I am hopeful that my feedback will encourage improvements in your service quality moving forward.

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

Sincerely,

[Your Name]