

Formal Complaint Regarding Poor Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or event]. Despite my expectations based on your reputation, I encountered several issues that I believe require your attention.

Specifically, [describe the issues clearly and concisely, including any relevant details such as the staff involved, the service provided, and how it fell short of your expectations].

I have always valued [Company's Name], but my recent experience has left me disappointed and seeking resolution. I believe that addressing these concerns will not only assist in resolving my issue but will also enhance the quality of service for future customers.

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

Sincerely,

[Your Name]