

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

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

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date]. Despite my expectations, the experience did not meet the standards outlined by your company.

[Briefly describe the issue, including details like location, specific incidents, and any attempts to resolve the problem.]

I believe that every customer deserves quality service, and I was disappointed in this instance. I hope to see some action taken to rectify this situation and prevent similar occurrences in the future.

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

Sincerely,
Your Name