

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

Recipient's Name  
Company Name  
Company Address  
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally address some significant deficiencies in the service I received on [date of service]. Despite my expectations based on your company's reputation, I found the experience to be unsatisfactory.

Specifically, I encountered the following issues:

- Issue 1: [Brief description]
- Issue 2: [Brief description]
- Issue 3: [Brief description]

These deficiencies have caused [describe any inconveniences or issues caused by the service failure]. I believe that these matters need to be addressed promptly to ensure a better experience for future customers.

I would appreciate it if you could look into this issue and reach out to me at your earliest convenience to discuss a resolution.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]