

Formal Complaint Regarding Unsatisfactory Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address my dissatisfaction with the assistance I received from [Company/Department Name] on [date of interaction]. Despite my expectations for professional and courteous service, my experience was far from satisfactory.

Specifically, [describe the issue in detail including the context and any previous communications]. I believe that the level of service I received did not meet the standards that [Company/Organization Name] promises to its customers.

I kindly request that you look into this matter and provide a resolution. I believe it is important for [Company/Organization Name] to uphold its commitment to customer satisfaction.

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

Sincerely,

[Your Name]