

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the service I received from [Company Name] on [specific date or time period]. Despite my expectations of receiving quality service, I encountered several issues that fell short of the standards promised by your organization.

Specifically, [describe the issues or failures in service, providing details such as the nature of the service, the expected standard, and what was actually delivered]. This experience was not only disappointing but also unacceptable for a company of your reputation.

Given the circumstances, I kindly request that you address this matter promptly. I believe that [propose a reasonable resolution, such as a refund, service redo, or another form of compensation]. It is my hope that you will take this feedback seriously and work towards improving your services.

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

Sincerely,
Your Name