

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the unacceptable service quality I experienced on [insert date] at [insert location or context of service]. Despite my expectations as a customer of [Company Name], the service I received was not only unsatisfactory but also disappointing.

Specifically, [describe the issues you encountered in detail, including any relevant information, such as the names of employees involved, specific incidents, etc.]. This situation left me feeling undervalued as a customer.

I believe that it is important for companies to uphold a standard of service that reflects their commitment to their customers. As such, I would appreciate it if you could look into this matter and address the service quality issues promptly.

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

Sincerely,

[Your Name]