

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

Manager's Name
Fast Food Chain Name
Store Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my dissatisfaction regarding an incorrect order I received at your [Location] branch on [Date]. Despite my clear order for [specific items], I was provided with [incorrect items].

This incident not only disrupted my meal but also caused significant inconvenience as I had to go back to correct the order. I appreciate the busy nature of your establishment, but accuracy in fulfilling orders is essential for customer satisfaction.

As a loyal customer of your brand, I hope that you will address this issue to prevent it from occurring in the future. I would appreciate your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]