

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

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

Dear [Manager's Name],

I am writing to formally express my dissatisfaction regarding the quality of food I received during my recent visit to your establishment on [date of visit].

During my meal, I encountered several issues including [describe specific issues, e.g., undercooked food, stale ingredients, unsanitary conditions]. These issues not only affected my dining experience but also raised concerns about food safety and hygiene.

I hope you take this complaint seriously and address these quality control concerns promptly. I would appreciate a response regarding the actions that will be taken to ensure this does not happen again in the future.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]