

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

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

Dear [Recipient's Name],

I am writing to formally express my complaint regarding the misrepresentation of services that I received from [Company Name]. On [Date of Service], I engaged your services based on the information presented on your website and through your sales team, which indicated [specific services promised].

However, I was disappointed to find that the services delivered did not align with what was promised. Specifically, [detail the discrepancies and how they differ from what was advertised]. This misrepresentation has caused me [explain any inconveniences, losses, or issues that resulted].

Given the circumstances, I request a prompt resolution to this matter. I would like [clearly state your desired resolution, such as a refund, additional services, etc.]. I believe that this request aligns with the commitments made by your company.

Please let me know how you plan to address this issue by [set a deadline for response]. I look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,
Your Name