

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding a recent experience I had with your services on [specific date].

[Describe the issue in detail, including any relevant circumstances and how it impacted you.]

I believe it is important to bring this matter to your attention as it did not meet the standards I have come to expect from your company.

I hope to see a prompt resolution to this issue. Thank you for your attention to this matter.

Sincerely,
[Your Name]