

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

[Manager's Name]  
[Aquatic Center Name]  
[Center Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to express my concerns regarding my recent experience at  
[Aquatic Center Name] on [specific date].

[Briefly describe the issue or complaint, including any specific details,  
such as the time and nature of the incident, and how it affected your  
visit.]

I believe that such an experience is not reflective of the high standards  
that [Aquatic Center Name] is known for.

I would appreciate your attention to this matter and look forward to your  
response regarding how you plan to address it.

Thank you for your understanding.

Sincerely,  
[Your Name]