

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

Customer Service

[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Name],

Subject: Complaint Regarding Service Issues

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location/branch]. Unfortunately, my experience did not meet the standards I expected from [Company Name].

[Briefly describe the issue you encountered, including specific details such as what service was provided, any interactions with staff, and how the situation fell short of your expectations. Use bullet points if necessary for clarity.]

- [Detail 1]
- [Detail 2]
- [Detail 3]

Despite my attempts to resolve this issue by [mention any previous communication or actions taken], I have not received a satisfactory response or resolution.

I believe this situation could be improved by [suggest any potential solutions or actions you hope the company will take].

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to my complaint.

Sincerely,

[Your Name]