

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

Dear [Company's Customer Service Team / Specific Contact Name],
Subject: Notice of Inadequate Services under the Consumer Rights Act
I am writing to formally express my dissatisfaction with the services provided to me on [specific date]. According to the Consumer Rights Act, I am entitled to receive services that are provided with reasonable care and skill, which unfortunately has not been the case in my situation. I experienced the following issues:

- [Describe the specific inadequacies of the service - e.g., poor quality, lack of professionalism, failure to meet promised standards, etc.]
- [Provide any relevant details such as service dates, service descriptions, and specific instances of inadequate service.]

As a result of this service deficiency, I am requesting the following actions:

- [Specify your desired resolution - e.g., a full refund, re-performance of the service, compensation, etc.]

I expect a response to this letter within [number of days, e.g., 14 days] to discuss how we can resolve this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]