

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

Dear [Company Name/Customer Service Team],  
Subject: Complaint Regarding Unsatisfactory Service under the Consumer Rights Act

I am writing to formally raise a complaint regarding the service I received from [Company Name] on [date of service]. As per the Consumer Rights Act 2015, I believe that the service rendered was not performed with reasonable care and skill.

Details of the service:

- Type of Service: [Describe the service]
- Date of Service: [Date]
- Reference Number/Order Number: [If applicable]

Description of the problem:

[Explain the specific issue with the service, including any relevant details, such as what went wrong and how it did not meet expectations.]

As a consumer, I am entitled to receive services that are satisfactory and performed to an acceptable standard. Unfortunately, in this instance, the service provided has fallen short of these criteria.

I would appreciate it if you could address this matter by [outline your preferred resolution, e.g., refund, re-service, compensation]. I look forward to your prompt response and hope we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]