

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

Dear [Customer Service Manager's Name or "To Whom It May Concern"],  
I am writing to formally express my dissatisfaction with the LNC services I received on [date of service]. Unfortunately, my experience did not meet the expected standards, and I feel compelled to bring this to your attention.

[Describe the specific issue or problem you encountered, including any relevant details such as service location, names of staff involved, and any previous correspondence.]

Despite my attempts to resolve this matter directly with your team on [mention any previous communications], the issue remains unresolved. I believe that this situation could have been handled more effectively, and I would like to request a prompt resolution.

I would appreciate your immediate attention to this matter and look forward to your response. Please contact me at your earliest convenience at [your phone number or email address].

Thank you for your understanding.

Sincerely,

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