

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or platform].

[Describe the specific issue you encountered, providing any relevant details such as the service you purchased, the name of the staff member involved, and the nature of the problem.]

I expected a higher standard of service based on [mention any previous experiences, company reputation, or promises made by the company], and my experience did not meet these expectations.

I would like to request [outline any specific resolution you are seeking, such as a refund, replacement, or an apology].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]