

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

Customer Service Department
Oakland Services
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the service I received from Oakland Services on [date of service]. Unfortunately, my experience did not meet the expectations set by your company.

[Describe the issue or complaint in detail, including any relevant information such as the service requested, specific problems encountered, and any correspondence you have had with Oakland Services regarding this issue.]

I believe that as a customer, it is important to address these concerns to ensure better service in the future. I would appreciate it if you could resolve this matter by [state your desired outcome, e.g., refund, service correction, etc.].

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

Sincerely,

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