

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding Unsatisfactory Service

I am writing to formally express my dissatisfaction with the service I received from [Company/Organization Name] on [date of service]. Despite my expectations for a seamless experience, I encountered several issues that I believe warrant your attention.

[Describe the specific service issue(s) experienced, including any relevant details such as dates, times, and interactions with staff. Be concise but thorough, focusing on the impact of the service on your situation.]

I have attempted to resolve this matter directly through [mention any previous communication or attempts to solve the issue, including names of representatives spoken to, dates, etc.], but unfortunately, the situation remains unresolved.

I kindly request [state your desired resolution, such as a refund, service redo, or any other compensation]. I believe this would be a fair response to the inconveniences I have experienced.

Thank you for addressing this matter promptly. I look forward to your response within [mention a reasonable time frame, e.g., 14 days].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]