

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

Customer Service

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Manager/Specific Name if known],

Subject: Formal Complaint Regarding [Issue]

I am writing to express my dissatisfaction regarding [specific issue] that I encountered during my recent visit to Qingdao on [date].

Despite my expectations based on [previous experiences/advertising/word of mouth], I was disappointed with [describe the issue in detail - service, product quality, etc.]. Specifically, [provide examples, any relevant receipts or documents].

As a result of this experience, I feel [explain your emotions and how it affected you]. I believe that [suggest a resolution or compensation you are seeking].

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,  
[Your Name]