

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express some concerns regarding the Quality of Service (QoS) application that we have been utilizing in our operations.

(Briefly describe the specific QoS issues observed and their impact on operations.)

We believe that addressing these concerns is crucial for enhancing our service quality and overall customer satisfaction. (Optional: Include any relevant data or examples to support your concerns.)

To ensure a smooth resolution, we would appreciate the opportunity to discuss this matter further. Please let us know a suitable time for a meeting or call.

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

Sincerely,

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