

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

Dear [Recipient Name/ Customer Service Manager],
Subject: Complaint Regarding Unsatisfactory Service

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or branch] regarding [briefly state the service or issue].

Despite my expectations for [describe what you expected], my experience was disappointing due to [describe the specific issues].

[Provide details of the situation, explaining what happened and why it was unsatisfactory.]

I have been a loyal customer of [Company Name] for [length of time], and this experience has greatly affected my impression of your company.

I would appreciate it if you could address this matter promptly. I expect a response by [specific timeframe] regarding [resolution you seek].

Thank you for your attention to this matter.

Sincerely,
[Your Name]