

[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],

I am writing to formally express my dissatisfaction with the service I received on [date] at [location or service department].

The issues I encountered included:

- [Specific issue 1]
- [Specific issue 2]
- [Specific issue 3]

I had expected a higher standard of service based on my previous experiences with your company and the reputation it holds. Unfortunately, this experience did not meet those expectations.

I believe it is important for your company to address these issues to prevent them from recurring in the future. I would appreciate your prompt attention to this matter and look forward to hearing how you intend to rectify this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]