

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

Dear [Recipient's Name/Customer Service Manager],
I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location/branch name].
Despite my expectations of quality service, I encountered [specific issue or problem]. This experience was not only inconvenient but also disappointing, given my previous positive experiences with your company. I believe that this issue warrants attention as it affects customer satisfaction and trust in your brand. I would appreciate it if you could [suggest resolution or desired outcome].
Thank you for your prompt attention to this matter. I look forward to your timely response.
Sincerely,
[Your Name]