

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

Dear [Recipient Name],

Subject: Formal Complaint Regarding WCF Service

I am writing to formally express my dissatisfaction with the WCF service I received on [date of service]. Despite my expectations for high-quality service, I encountered several issues that I believe warrant your attention.

Specifically, [describe the problems you experienced, including any relevant details such as service interruptions, poor customer support, or improper billing]. These issues have caused [explain how this has affected you].

I have attempted to resolve this matter by [mention any previous communication or attempts made to resolve the issue], but unfortunately, I have not received an adequate resolution.

I kindly request that you look into this matter and provide me with a prompt solution. I believe that as a valued customer, my concerns should be taken seriously and addressed in a timely manner.

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

Sincerely,

[Your Name]