

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

Customer Service Department

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Service Complaint - [Brief Description of Issue]

I am writing to formally express my dissatisfaction regarding the service I received on [date of service] at [location or branch]. Despite my expectations for exemplary service, my experience fell short due to [briefly describe the issue, e.g., delayed response, product malfunction, unprofessional conduct].

[Optional: Provide specific details about the incident and any relevant documentation attached.]

I would appreciate your prompt attention to this matter and look forward to your response detailing how you plan to address my concerns. My hope is to resolve this issue amicably and restore my confidence in your company.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Account Number, if applicable]