

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction with the recent experience I had at [Company Name] on [Date of Experience].

[Briefly describe the nature of your experience, including specific details such as the service or product involved, staff interactions, and any relevant circumstances.]

Unfortunately, this experience did not meet the standards I expected based on previous visits or the company's reputation. [Explain how this experience impacted you, and what you hoped for instead.]

I believe it is essential for companies to be aware of customer feedback in order to maintain quality and satisfaction. Therefore, I hope you take my concerns seriously and take steps to improve the service I encountered.

I would appreciate a prompt response regarding this matter, and hope to hear how you intend to address these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]