

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

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received at [Company Name] on [date of service].

[Briefly describe the issue, including specific details about the service and what went wrong. Mention any interactions with staff or other relevant information.]

I expected a higher standard of service, considering [mention any prior positive experiences, if applicable]. Regrettably, this experience has prompted me to reconsider my options moving forward.

I hope you will take this feedback seriously and work towards improving your service quality. I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]