

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

Dear [Customer Service Manager's Name or "To Whom It May Concern"],
Subject: Complaint Regarding Service Issues

I am writing to formally express my dissatisfaction with the service I received on [date of service] at [location/service point].

Despite my expectations, the service fell short due to [briefly describe the issue, e.g., substandard quality, delay, etc.]. [Provide details and any specific incidents that occurred].

I would appreciate it if you could [suggest a resolution, such as a refund, service correction, etc.]. I believe this would be a fair resolution to the issue I experienced.

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

Sincerely,
[Your Name]