

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

Dear [Recipient's Name],

I am writing to formally address a concern I have experienced with [specific issue or service] related to [describe the context, e.g., your recent interaction with QNS].

On [date of the incident], I [describe what happened in detail, including relevant details such as location, names, and events leading up to the issue]. Despite my expectations for quality service, I was disappointed due to [explain why the service did not meet your expectation].

I have attempted to resolve this matter by [describe any previous attempts you made to address the issue, including dates and responses received], but unfortunately, I have not received a satisfactory resolution.

I kindly request that you investigate this matter and take appropriate action to address my concerns. I believe that your company values customer satisfaction and hope to see this situation rectified promptly. Thank you for your attention to this matter. I look forward to your immediate response.

Sincerely,
[Your Name]