
Complaint Letter for Poor Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name] Customer Service,

Subject: Dissatisfaction with Service Received on [Date of Service]

I am writing to express my disappointment with the service I received at your [Location/Branch] on [Date]. Despite your reputation for excellent customer service, my experience fell significantly short of my expectations.

Incident Description:

On the mentioned date, I [describe the service you availed, including any specific details about the transaction]. Unfortunately, the service was [describe the problem, e.g., delayed, incorrect, rude behavior of staff, etc.], which resulted in [mention the consequences, e.g., inconvenience, additional costs, missed appointments].

Resolution Sought:

I believe this situation can be rectified. I am seeking [mention your desired resolution,

e.g., a refund, service to be redone, apology, etc.], which I feel is fair and appropriate under the circumstances.

I have attached copies of [any relevant documents, e.g., receipts, warranty, previous correspondence] to support my claim. I trust that you will treat this matter with the urgency and seriousness it deserves and look forward to a resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]