

[Your Name]  
[Your Address]  
[City, State, ZIP Code]

[Date]

[Recipient Name/Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

## Subject: Service Quality Complaint

Dear [Recipient Name or "Customer Service Manager"],

I am writing to formally complain about the quality of service that I recently received from your company. On [specific date], I [describe interaction or transaction, e.g., "visited your store"/"used your delivery service"/"contacted customer support"].

Unfortunately, the service did not meet my expectations for the following reasons:

- [Reason 1: e.g., "Delay in service"]
- [Reason 2: e.g., "Unprofessional behavior"]
- [Reason 3: e.g., "Product not as described"]

I trust that you value your customers and would like to request [state your desired resolution, e.g., "a refund," "an exchange," "corrective action," etc.]. I have attached any supporting documents for your reference.

I hope to receive your response within [reasonable timeframe, e.g., "14 days"]. Please contact me at [your phone number] or [your email address] should you need further information.

Sincerely,  
[Your Name]