**Complaint Letter For Poor Service**

horizontal line

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

**[Company Name]**[Service Provider’s Name, if applicable]  
[Company Address]  
[City, State, Zip Code]

Dear [Service Provider’s Name or "Manager"],

I am writing to formally complain about the unsatisfactory service I received from your company on [date of the service]. I have been a customer of [Company Name] for [duration], and it is extremely disappointing to encounter such poor service.

The main issues were as follows:

* [Describe the first issue (e.g., "The service was significantly delayed without any prior notification.")].
* [Describe the second issue (e.g., "The staff was unprofessional and unhelpful during the service.")].
* [Continue listing other issues as necessary].

This experience was not only frustrating but also caused [mention any inconveniences, if applicable, like wasted time, financial loss, etc.]. I had expected a much higher level of service from a company of your standing.

To resolve this matter, I would appreciate it if you could [state the resolution you want, e.g., offer a refund, provide the service again, etc.]. I believe this action will confirm your commitment to quality service and customer satisfaction.

Please contact me at your earliest convenience to discuss this matter further. I can be reached at [phone number] or [email address]. I look forward to your reply and a resolution to my problem and will wait until [set a time limit, e.g., two weeks] before seeking help from a consumer protection agency or the Better Business Bureau. Please advise me on what you intend to do.

Thank you for your attention to this matter.

**Sincerely,**

[Your Signature (if sending a hard copy)]  
[Your Printed Name]