

# Complaint Letter For Poor Service

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**[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]