

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

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

Subject: Formal Complaint Regarding Repeated Poor Service

Dear [Recipient Name],

This letter serves as a **formal complaint regarding repeated poor service** received from your company. Despite previous attempts to address these issues, the service quality has consistently failed to meet expectations, causing significant inconvenience and dissatisfaction. The purpose of this complaint is to formally document the ongoing problems and request immediate attention and resolution to prevent further negative experiences.

Details of Poor Service:

[Provide specific details of the incidents, including dates, times, nature of the problems, and any previous complaints or correspondence.]

Impact:

[Describe the impact these repeated service failures have had on you, your work, or your business.]

I have previously attempted to resolve these issues by [mention any previous contact, complaints, or interactions], but unfortunately, there has been no satisfactory improvement.

I request that you investigate this matter and take appropriate measures to ensure immediate and effective resolution. Please confirm receipt of this letter and inform me of the steps you intend to take to address the situation.

I trust that you take this complaint seriously and look forward to a prompt response.

Sincerely,

[Your Name]