

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

[Catering Service Name]
[Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Undercooked Food at [Event Name/Date]

Dear [Catering Manager's Name],

I am writing to formally express my dissatisfaction with the quality of food served by your catering service at the recent event held on [Event Date] at [Event Venue]. Specifically, several dishes provided were noticeably undercooked, which compromised both the quality and safety of the meal.

This issue not only failed to meet our expectations but also caused considerable disappointment and concern among the attendees. The undercooked food posed potential health risks and negatively impacted the overall experience of our important occasion.

We selected your service based on your reputation for professionalism and quality, and this experience was highly disappointing. We trust that you have strict standards for food preparation and quality control, and we urge you to review your procedures to ensure such incidents are not repeated in the future.

We request a timely response from your management addressing this complaint, along with details of corrective actions you will implement. We also expect appropriate compensation or remedial action for the inconvenience caused.

I look forward to your prompt reply and a satisfactory resolution to this matter.

Sincerely,
[Your Name]