

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

[Service Provider's Name or Company Name]
[Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Poor Quality of Service Received

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally express my dissatisfaction with the quality of service I received from your company on [specific date(s) of service], relating to [describe the service provided, e.g., internet installation, car repair, etc.].

My specific concerns are as follows:

- [Describe first issue in detail, e.g., Delayed service far beyond scheduled time]
- [Describe second issue, e.g., Unprofessional behavior by staff members]
- [Describe third issue, e.g., Service not completed to satisfactory standards]

As a result of these issues, I have experienced considerable inconvenience, including [briefly explain the impact, e.g., disruption of my work, additional expenses, or stress].

Given the above, I expect the following actions to be taken to resolve this matter:

- [State requested resolution, e.g., re-performance of service, partial/full refund, formal apology]
- [State any deadlines, e.g., Resolution within 14 days from the date of this letter]

I trust that you understand the seriousness of this complaint and will respond promptly and appropriately. Providing high standards of service is essential in maintaining your company's reputation and customer trust. I look forward to hearing from you soon.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]