

# Letter of Complaint for Poor Service (with Invoice Proof)

## Sender's Name

Sender's Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

## Recipient's Name

Position (if known)  
Company Name  
Company Address  
City, State, ZIP Code

Subject: Formal Complaint Regarding Poor Service – Invoice Attached

Dear [Recipient's Name],

I am writing to formally bring to your attention my dissatisfaction with the level of service I received from your company on [service date]. As a valued customer, I had expected a far higher standard, based on your company's reputation.

Unfortunately, the service provided fell significantly short of my expectations for the following reasons:

- **Delay:** The service was delivered [number] days late, despite a clear agreement on the timeline.
- **Unprofessional Behavior:** [Describe any discourteous or unprofessional conduct by staff, if applicable.]
- **Poor quality/substandard product:** [Describe if the service/product did not meet advertised or agreed-upon standards.]

To support my claims, I have attached a copy of the corresponding invoice (**Invoice No: [Number]**, dated **[date]**) as proof of transaction and payment.

I kindly request that you look into this matter and provide a resolution by [propose deadline, e.g., “within the next 14 days”]. I believe a [refund/replacement/compensation/apology – specify your preferred outcome] is warranted under these circumstances.

Please acknowledge receipt of this complaint letter and inform me of the steps being taken to address my concerns. I am hopeful for your prompt and positive response.

Sincerely,  
[Your Name]

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*Attachment: Copy of Invoice No: [Number]*