

# Adjustment Letter for Poor Service

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP]

Dear [Recipient's Name],

Subject: Adjustment Request for Poor Service

I hope this letter finds you well. I am writing to express my disappointment regarding the poor service I received from your company on [date of incident]. As a loyal customer, I have always had high expectations for the quality of service provided by your esteemed organization, but my recent experience has left me dissatisfied.

I would like to outline the details of the incident that occurred, which led to my decision to seek an adjustment. On [date of incident], I visited your [store/branch/location] to [describe the purpose of your visit, e.g., purchase a product, seek assistance with a service, etc.]. Unfortunately, the service I received fell far below the standard I have come to expect from your company.

I encountered several issues during my visit, including [list specific problems or complaints you experienced during your interaction with the company]. These problems caused inconvenience, frustration, and wasted my valuable time. Additionally, the staff members I interacted with appeared disinterested and failed to address my concerns adequately.

As a loyal customer who has been patronizing your business for [duration], I am disappointed by the lack of attention to customer satisfaction and the disregard for the quality of service that has been synonymous with your company's reputation. I believe it is in the best interest of both parties to address this matter promptly and find a mutually satisfactory resolution.

Therefore, I kindly request the following adjustments to rectify the situation:

1. [Specify the desired adjustment, such as a refund, replacement, discount, or store credit].
2. [If applicable, provide any additional details or requirements necessary for the adjustment].

I believe that by taking appropriate action, your company can restore my confidence in your services and demonstrate your commitment to customer satisfaction. As a loyal customer, I would appreciate a prompt response to this letter, preferably within [mention a reasonable timeframe].

In conclusion, I would like to emphasize my desire to maintain a positive and longstanding relationship with your organization. I trust that you will take this matter seriously and address my concerns promptly and satisfactorily. I look forward to a swift resolution to this issue.

Thank you for your attention and understanding.

Yours sincerely,

[Your Name]