

Formal Service Quality Complaint Template

Subject: Request for Service Adjustment - Account #[Account Number]

Dear Service Manager,

I am writing to bring to your attention the substandard service I received on [Date] and to request appropriate compensation for the inconvenience caused.

On the aforementioned date, I engaged your company's services for [describe service]. The service provided fell significantly short of the standards promised in our agreement. Specifically, [detailed description of issues]. This resulted in [describe consequences/damages].

As a valued customer who has utilized your services for [timeframe], I expected a much higher level of professionalism and quality. The experience has caused me considerable frustration and financial inconvenience.

I am requesting the following adjustments: [list specific requests - refund, discount, free service, etc.]. I believe this compensation is fair given the circumstances and would help restore my confidence in your company.

I trust you will handle this matter with the urgency it deserves. Please contact me within [timeframe] to discuss how we can resolve this situation.

Respectfully,

[Your Name]

[Account Information]

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