

Balanced Professional Email

Subject: Service Concern: Request for Resolution

Dear [Service Provider Name],

I hope this message finds you well. I am reaching out regarding repeated issues with [service/product], specifically [describe issue briefly], which have persisted since [date].

I kindly request that your team investigates the matter promptly and provides a solution. I value your service but believe timely resolution is necessary to maintain customer trust.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Account Information]

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