

Formal Customer Complaint Letter for Unsatisfactory Service

Subject: Complaint Regarding Unsatisfactory Service

Dear [Customer Service Manager's Name],

I am writing to formally express my dissatisfaction with the service I received at [Company Name] on [Date]. Despite my expectations, the service was below the standard I anticipated.

Specifically, [describe the issue in detail, e.g., delays, poor handling, incorrect billing]. This has caused inconvenience and disappointment.

I kindly request that the matter be investigated and appropriate measures be taken to resolve the issue. I would appreciate a prompt response regarding the steps your company intends to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

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