

Serious Letter Requesting Immediate Resolution

Subject: Urgent Complaint About Service Quality

Dear [Manager's Name],

I am compelled to report the unsatisfactory service I received on [Date] at [Location/Department].

The experience, including [describe specific problems], was unacceptable and has impacted my trust in your company.

I expect a timely investigation and resolution. Please inform me of corrective measures within [reasonable timeframe, e.g., 7 business days].

I look forward to your prompt response.

Regards,

[Your Name]

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