

Provisional Complaint Letter Before Escalation

Subject: Request for Review of Service Quality

Dear [Customer Service Manager],

I recently received service at [Company/Branch Name] on [Date] that was below acceptable standards. I would like to give your team the opportunity to address this issue before escalating further.

[Brief description of the problem]. I request a response outlining any corrective actions planned.

Thank you for addressing this matter promptly.

Sincerely,

[Your Name]

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