

Formal Letter Requesting Compensation

Subject: Request for Compensation Due to Unsatisfactory Service

Dear [Manager's Name],

I am writing to formally complain about the unsatisfactory service I received at [Company Name] on [Date]. The service included [specific problems] and caused inconvenience.

I kindly request appropriate compensation or remedial action. I would appreciate a written response regarding how this matter will be resolved.

Thank you for your prompt attention.

Sincerely,

[Your Name]

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