

Date: \_\_\_\_\_

To:

Subject: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to formally lodge a complaint regarding the following service issue:

Details of the issue:

I would appreciate it if you could address this issue as soon as possible.  
Please let me know if you need any further information.

Sincerely,

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Contact Information)