**COMPLAINT LETTER**

**[Date]**

**The Manager [Job designation]**

**[Company/Organization name]**

**[Address]**

Sub: Complaint Letter for Poor Services

Dear **[name],**

I regret to state that I’ve had a gym membership card for about five years now **[More/less]** but unfortunately, I found great trouble with the new instructor the day before yesterday **[Date: dd/mm/yy].** I usually have private paid sessions with the instructor from 7 am to 8 am. For whatever reason, he was having a session with another group during my time **[Write your actual problem and situation].**

Sir, I couldn’t have my session and had to go home to meet other pressing engagements. The new instructor didn’t even offer as much as an apology for his conduct.

I believe it is in your best interest to please take strict action regarding the above-mentioned matter.

With thanks,

**[Your name]**

**[Address]**

**[Contact number & signature]**