**Complaint Letter Sample for Poor Service**

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 wasn't able to 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 no. and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_