**Sample Customer Service Complaint Letter**

To,

Mr. John Penn,

Manager

Shoe Villa

56-D, Garden Villa,

South London.

Date: 30.6.14

Subject: Customer service complaint letter

Dear Mr. Penn,

I have been a loyal customer of your shoe center in South London for the past five years. However I am writing this letter to file a complaint against the unsatisfactory services that the store has been providing for the past few months.

From the past few visits, I feel that the attendees present in the shop firstly ignore the customers and then behave rudely when they ask for any item. I visited your shoe store on 25th June, 2014 and found myself standing for ten minutes before one of the attendees approached me to know my needs. When I asked him for the item I needed, he showed me one or two varieties which I did not like. Soon after my denial to these varieties, he started getting annoyed and spoke rudely.

I have been visiting your shop for many years but have never experienced such a behavior from your previous staff. Kindly pay attention to my complaint and look into this matter as soon as possible as this kind of behavior is not at all acceptable.

Sincerely,

Sarah Parker.