

Your Name
Address
City, State, Zip
Email Address
Phone Number

DATE

Name of Addressee
Position
Name of Company
Address
City, State, Zip

Dear [Name of Addressee];

It is with great regret for me to inform you that I am no longer content with the service that your company has been providing me. I have been using your service for a long time now, and lately, there has been a decline in the quality of service than I have been used to.

[Explain in detail your regarding the complaint's you are complaining about. Be as specific as necessary].

While this problem is beyond my control, I hope that you look into the problems that I have mentioned and offer a solution as soon as possible. If, however, I don't see any improvements in [number of days or weeks], then I would have to regretfully discontinue paying for your services and move on to a different provider.

Please let me know if there is any more information that you need so that you can properly address the issues I put forth. Please don't hesitate to call me at [insert phone] or email me at [insert email address].

Thank you in advance for looking into this matter further. I hope to see significant improvements regarding my subscription soon.

Sincerely,
[Name and Signature]