Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Manager,

I am writing this complaint letter to bring into your notice my experience of dining at your restaurant yesterday. I had come in with my fiancé to celebrate her birthday. We have been planning this day since months as we both are very stuck in our work routines. It was my fiancés wish to visit this place as we had heard a lot about you.

To begin with, we ordered soup which was cold and bland. And the prawns were not cooked well. Upon requesting the waiter to heat up the soup for us, it took him so long that we lost the whole charm of having soup. For the main course, we choose to have a mix of veg and non-veg. Both the dishes had the same taste and were extremely spicy. We had clearly instructed the waiter that our spice level is mild. It was hard for us to eat such spicy food.

The ambiance was nice though. And it is one of the reasons that we decided to sit there and not leave until we have our food. Our experience would have been great if the food quality was a match to the environment of the restaurant. I am sure you will make a note of my experience and improve it for future visits.

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email