

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Letter to Restaurant - Complaint

Dear :

I was a recent guest at your establishment, {name}. I am writing to express my disdain toward my dining experience. Although I called to make reservations and called a day before to confirm them, I still had to wait 30 minutes for a table. The waiter/waitress was rude and impatient. She/He mixed the drink orders twice. Also, she/he place the wrong orders and then brought us the meals from another table. When we finally received our correct order, the steak was rare, though I requested well done. As we prepared to pay for our meal and exit, the bill was incorrect and we had to wait another 40 minutes to have that corrected. I am very displeased with my dining experience and doubt I will ever patronize your establishment again.

Sincerely,

N A M E