Rebecca Jones

567, Arlington Street

Princeton

New Jersey

23rd March, 2008.

Mr. Edward Martin

Manager-Customer Care Services

Alpha Services

New Jersey

Sub: Formal Complaint about Poor Services

Dear Mr. Martin,

Kindly treat this as a formal complaint about the poor services rendered by your agency on various occasions in the past.  The most recent service which has not met with our expectations was on the 20th March.

All our earlier complaints have fallen on deaf ears and we are left with no recourse but to lodge a formal complaint with you.  I request you to kindly look into the matter at the earliest and give us a refund of the contractual amount.

I look forward to your cooperation in the matter and wish the matter would be resolved at the earliest.

I am herewith enclosing copies of our agreement, receipts and previous complaints which had gone unnoticed.

Thanking You,

Sincerely,

Rebecca Jones

Encl.:   1.Copy of Agreement

2. Copy of Receipts

3. Copy of Complaints