**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
**Date:** [Insert Date]

**To**  
The Manager  
[Restaurant/Food Company Name]  
[Address]  
[City, State, ZIP Code]

**Subject: Complaint Regarding Poor Food Quality**

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding the poor quality of food I received from your establishment on [mention date] at [mention time]. I had ordered [mention the food item(s)], and to my disappointment, the food was [describe the issue – e.g., stale, undercooked, spoiled, had a foul smell, etc.].

As a regular customer of your restaurant, I have always appreciated the quality and service you provide. However, my recent experience was quite upsetting and unacceptable. Not only was the food below standard, but it also caused [mention any consequences – e.g., stomach discomfort, food poisoning symptoms, etc.], which raises serious concerns about food safety and hygiene.

I request that you investigate this matter and take immediate corrective action. It is essential to ensure that such incidents do not recur, for the safety and satisfaction of your customers. I also expect an appropriate explanation and a refund or replacement for the order in question.

I hope you treat this matter with the urgency and seriousness it deserves. Please feel free to contact me at [your phone number or email] if you require any further details.

Thank you for your attention.

Sincerely,  
**[Your Full Name]**