Date:

Name of the restaurant,

Name or designation of the recipient,

**Subject: Complaint about food**

I am writing this letter to file a complaint against ABC restaurant. I have been to that restaurant many times and now I have become a regular customer. Yesterday, I ordered cheese pasta from this restaurant at my office address. I placed the order for the pasta at 2:30 pm and I received it within half an hour at 3:00 pm.

While I was devouring the pasta I ordered, I saw an insect in it. Unfortunately, I had eaten half of the pasta when a black insect appeared.  After seeing that, I rushed to the outlet of the restaurant and showed the sample to the person at the counter. I came back after that.

I did not ask anyone for a refund, but I decided to make this incident reach higher authorities of the restaurant. I have been noticing that the quality of the food is also not as good as it used to be earlier. I am much disappointed to see the insect in my food and felt gross.

I am attaching the pictures of the food as evidence. I hope that you will take the necessary actions on it. For any additional detail you need, you can contact me on my phone number or email address.

Regards,

Name of the sender  
Phone number and email of the sender  
Signatures of the sender