

Complaint Letter on Response Delay

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the delayed response to my recent inquiry (reference number: [insert reference number], dated [insert date]). Despite my repeated follow-ups, I have yet to receive a reply or resolution to my concerns.

As a valued customer, it is disheartening to experience such a lack of communication, which does not reflect the level of service I expect from your organization. I would appreciate it if you could provide me with an update on my inquiry at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]