

Complaint Regarding Service Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the service delay I have experienced regarding [describe the service or product]. According to our agreement, I was expecting the service to be completed by [insert expected completion date]. However, it has now been [insert number of days/weeks] past that date, and I have yet to receive any updates on the status of my request.

This delay has caused significant inconvenience to me, and I would appreciate your immediate attention to this matter. I kindly request an update on the status of my service and the reasons for the delay. Additionally, I would like to know what measures you are putting in place to prevent such occurrences in the future.

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

Sincerely,

[Your Name]