

# Complaint Letter for Incomplete Telecom Service Installation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally complain about the incomplete installation of my telecom service, which was scheduled for [installation date]. Despite the initial appointment, the service has not been fully installed, leaving me without a functioning service as promised.

On [installation date], the technician arrived but was unable to complete the work due to [brief explanation of the issue]. I was assured that a follow-up appointment would be scheduled to finalize the installation. However, as of today, I have yet to receive any communication regarding the rescheduling. This delay has caused significant inconvenience as I rely on this service for [mention what you use it for, e.g., work, communication, etc.].

I kindly request that you expedite the installation process and provide me with a definitive date for completion. Additionally, I would appreciate compensation for the inconvenience caused.

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

Sincerely,

[Your Name]