

Letter of Grievance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Grievance Concerning Slow Resolution of Tech Service Issue

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the slow resolution of my ongoing technology service issue. My service request, dated [Insert Date of Initial Request], has not yet been resolved, causing significant inconvenience and disruption to my day-to-day activities.

Despite multiple follow-ups with your customer service team, I have not received satisfactory updates or a timeline for resolution. The reference number for my request is [Insert Reference Number]. I believe that a reasonable time period for resolving such issues has exceeded your company's standards, and I am disappointed with the lack of communication.

I kindly urge you to prioritize this matter and provide me with a prompt response detailing the current status of my request. It is my expectation that immediate action will be taken to resolve this issue by [Insert Desired Resolution Date].

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

Sincerely,

[Your Name]