

Letter of Concern

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]

Dear [Recipient's Name],

I am writing to express my concern regarding the response time of your technology application, [Application Name].

Over the past few weeks, I have noticed significant delays in the processing and response of user queries. This has hindered not only my productivity but also that of my colleagues.

While I understand that occasional delays can occur, the frequency and duration of these issues have raised concerns about the overall performance and reliability of your application.

I would appreciate it if you could look into this matter and provide an update on any actions being taken to improve response times.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]