

Request for Timely Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request a timely response regarding an unresolved matter that I recently encountered with your service.

On [Insert Date of Incident], I reached out regarding [briefly describe the issue]. Despite my previous attempts to resolve this matter, I have not yet received a satisfactory response.

As a loyal customer, I value your products/services and hope to see this issue resolved promptly. Please provide me with an update on the progress of my inquiry or the next steps you plan to take by [insert deadline].

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

Sincerely,

[Your Name]