

# Complaint Letter Regarding Postponed Service Appointment

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the recent postponement of my service appointment scheduled for [original date and time]. I was notified on [notification date] that the appointment has been postponed to [new date and time], which is highly inconvenient.

This delay has caused significant disruption to my schedule, as I had made arrangements based on the original appointment timing. I expected better communication and adherence to scheduled services given your company's reputation for customer service.

I would appreciate it if you could provide an explanation for the postponement and any assurances that my service will be prioritized moving forward. Additionally, I would like to discuss potential options to expedite the servicing of my request.

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

Sincerely,  
[Your Name]