

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Dissatisfaction with Late Service Appointment

Dear [Recipient's Name],

I am writing to express my dissatisfaction regarding the recent delays in my service appointment scheduled for [original appointment date]. Not only was the appointment rescheduled without prior notice, but it also caused significant inconvenience to my plans.

I had arranged my schedule around this commitment and expected timely service as promised. Unfortunately, the lack of communication and professionalism regarding this matter has left me very disappointed.

I kindly request a prompt response regarding the resolution of this issue and an assurance that such delays will be addressed in the future. Thank you for your attention to this matter.

Sincerely,

[Your Name]