

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

Service Provider's Name
Service Provider's Address
City, State, Zip Code

Dear [Service Provider's Name],

I am writing to express my frustration regarding the delay in my scheduled service appointment on [original appointment date]. It has now been [number of days/weeks] since the appointment was to occur, and I have yet to receive any updates or rescheduling information.

As a loyal customer, I expected timely communication and service, and this experience has been disappointing. I would appreciate any information on when I can expect my service to be completed.

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

Sincerely,
[Your Name]