

Grievance Letter for Service Appointment Delay

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Grievance Regarding Delayed Service Appointment

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the service appointment that was scheduled for [date and time] at my residence. I was expecting a technician to arrive for [brief description of the service].

Despite waiting for [duration of wait], the technician did not arrive, nor did I receive any communication regarding the delay. This has caused significant inconvenience as I had set aside time from my schedule to accommodate this appointment.

I kindly request an explanation for this delay and assurance that such occurrences will be addressed to improve service quality in the future. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]