

# Letter Regarding Tardy Service Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to express my concern regarding the tardiness of my recent service appointment scheduled on [Insert Appointment Date]. The service technician was [Specify Tardy Duration] late, which caused considerable inconvenience.

While I understand that unforeseen circumstances can arise, timely communication can greatly assist in managing customer expectations. I would appreciate an explanation regarding the delay and your plan to prevent similar issues in the future.

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

Sincerely,

[Your Name]