

Request for Resolution of Late Service Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally request a resolution regarding the late service appointment I had scheduled on [insert date]. The service was expected to occur between [insert time] but did not take place as agreed.

This situation has caused [briefly explain any inconvenience caused], and I would appreciate your prompt attention to this matter. I would like to discuss how we can rectify the situation, including rescheduling the service at your earliest convenience.

Thank you for your understanding. I look forward to your swift response.

Sincerely,

[Your Name]