

Complaint Regarding Service Appointment Delay

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Service Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Service Company Name],

I am writing to formally express my dissatisfaction with the delayed service appointment I had scheduled on [appointment date] for [type of service]. The appointment was set for [time], but the technician arrived [duration] late, which caused significant inconvenience.

As a loyal customer, I expected timely service, and this experience has fallen short of my expectations. I would appreciate a detailed explanation for this delay and assurance that this will not occur in the future.

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

Sincerely,

[Your Name]