

Complaint Regarding Repair Service Delays

Date: [Insert Date]

To,

Customer Service Manager
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the delay in service for the repair of [describe item needing repair, e.g., my washing machine] that I reported on [insert date of initial request].

Despite your assurances that the repair would be completed within [insert time frame], it has now been [insert duration of delay] and I have yet to receive any update regarding the status of my repair. This delay has caused significant inconvenience, and I believe I deserve better service.

I kindly request immediate action to resolve this issue and an update on the expected completion of the repairs by [insert a specific date]. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your time.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]