

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the consistently unreliable transit options available in our area. As a daily commuter, I have experienced numerous delays and cancellations that have severely impacted my ability to arrive at work/school on time.

Despite relying on public transportation for over [duration], the unpredictability of service has made it exceedingly difficult to plan my schedule. On several occasions, I have missed important appointments and faced significant stress due to these unreliable transit options.

I urge you to address this issue by improving the frequency and reliability of service. I believe enhancements in communication regarding delays and a review of the current schedules could greatly benefit all users of the transit system.

Thank you for your attention to this matter. I look forward to your prompt response and hope to see positive changes soon.

Sincerely,  
[Your Name]