

Subject: Urgent Attention Required for Delayed Government Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Title/Position]

[Department/Office Name]

[Government Agency Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal for urgent attention regarding the delay in the [specific service or application] that I submitted on [submission date]. As of today, it has been [number of days/weeks] since the submission, and I have yet to receive any updates or responses.

This delay has caused significant inconvenience, as [briefly explain the impact of the delay, e.g., financial hardship, loss of opportunity]. I understand that your department may be experiencing high volumes of requests; however, I urge you to consider the urgency of my situation.

I kindly request your immediate attention to this matter and an update on the status of my application. I appreciate your understanding and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]