

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my concern regarding the extended response times I have experienced with [specific government service or program], particularly regarding [specific issue or request].

According to my records, I submitted my request on [insert date], and I was initially informed that a response would be provided by [insert expected response date]. However, as of today, I have yet to receive any communication, which is causing considerable uncertainty and inconvenience.

Understanding the challenges that come with high demand and limited resources, I urge your office to prioritize communication and provide timely updates to those awaiting responses. This will greatly assist in alleviating the concerns of constituents relying on these essential services.

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

Sincerely,

[Your Name]