

Your Name
Your Address
City, State, Zip Code
Email Address
Date

To Whom It May Concern,
[Government Agency Name]
[Agency Address]
City, State, Zip Code

Subject: Letter of Dissatisfaction Regarding Service Delay

Dear Sir/Madam,

I am writing to express my dissatisfaction with the delay I have experienced regarding [specific service or issue, e.g., my application for a permit, assistance request, etc.] submitted on [submission date]. Despite my efforts to follow up, I have not received any updates or resolutions, which has caused significant inconvenience.

According to the information provided on your website, the standard processing time for this service typically does not exceed [number of weeks/days]. However, it has now been [duration of delay] since my submission. This delay has affected [explain how it has impacted you, e.g., my business, personal matters, etc.].

I kindly request that my case be reviewed promptly and would appreciate a timeline for when I can expect a resolution. I look forward to your immediate attention to this matter.

Thank you for your understanding.

Sincerely,
[Your Name]