

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the inefficiency of response I have experienced with [specific government service] provided by [Government Agency Name]. My first interaction regarding this matter took place on [date], and despite multiple follow-ups, I have yet to receive an adequate response.

[Briefly describe the specific issue, including any relevant details such as case numbers, dates, and any previous correspondence.]

As a concerned citizen, I believe that timely and effective communication is crucial in government services. The delays I have encountered have not only caused inconvenience but have also raised concerns about the overall effectiveness of our public service systems.

I urge your office to look into this matter promptly and to provide me with a resolution. I look forward to your swift response regarding steps that will be taken to address this issue.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]