

Letter of Urgency Regarding Government Service Response Delay

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to express my urgent concern regarding the delay in response from [Government Agency Name] regarding [specific issue or service]. It has now been [duration] since my initial request on [date of initial request], and I have yet to receive any acknowledgment or update on the status of my case.

This delay is causing significant [describe impact, e.g., personal hardship, financial loss, etc.], and I kindly urge your office to prioritize this matter and provide me with the necessary information as soon as possible.

I appreciate your attention to this urgent matter and look forward to a prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]