

Letter of Dissatisfaction

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To,

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my dissatisfaction concerning the delayed response regarding [specific issue or request] that I communicated on [date of initial communication]. Despite several follow-ups, I have yet to receive any acknowledgment or update on this matter.

This lack of timely communication is quite disappointing, and it has caused considerable inconvenience. I expect prompt resolution and a clear update on the status of my request.

I hope to hear from you soon regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]