

Complaint Regarding Delayed Responses

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To,

Customer Service Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding the delayed responses I have been receiving concerning my recent inquiries.

On [specific date], I reached out to your team regarding [specific issue]. Despite several follow-ups, I have yet to receive a satisfactory response. This delay has caused me significant inconvenience and frustration.

I appreciate the efforts your team puts into customer service, but I believe timely communication is essential for maintaining customer satisfaction. I kindly request your immediate attention to this matter and hope for a prompt resolution.

Thank you for your understanding. I look forward to your swift response.

Sincerely,

[Your Name]