

# Formal Complaint Regarding Neglected Appointment

**Your Name**

Your Address

City, State, Zip Code

Your Email Address

Your Phone Number

Date: [Insert Date]

**Recipient's Name**

Recipient's Title

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally complain about the neglected appointment scheduled on [Insert Date] at [Insert Time] regarding [brief description of the purpose]. Unfortunately, the appointment was not honored, and I did not receive any prior notification or explanation.

This lack of communication is not only disappointing but has also caused significant inconvenience in [briefly mention the impact, e.g., rescheduling, loss of time, etc.]. I had made arrangements based on this appointment and expected a professional level of service.

I kindly request a prompt response addressing this matter, and I would appreciate it if you could reschedule the appointment at your earliest convenience. Furthermore, I would like to understand the reasons behind the failure to attend to our previously scheduled meeting.

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,  
[Your Name]