

# Complaint Letter for Overdue Refund

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

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Company's Customer Service Department],

I am writing to formally complain regarding the delay in processing my refund for [brief description of the purchase or service]. I initiated the refund process on [date of refund request], and I was informed that the refund would be processed within [expected time frame]. However, as of today, [current date], I have yet to receive the refund.

Despite my previous communications regarding this matter, I have not received any updates on the status of my refund. This delay is unacceptable and has caused me significant inconvenience.

I kindly request that you expedite the processing of my refund and provide me with a confirmation once it has been completed. If this issue is not resolved promptly, I will have no choice but to escalate my complaint to the appropriate regulatory authorities.

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

Sincerely,  
[Your Name]