

# Grievance Letter for Insufficient Customer Support Follow-Up

Date: [Insert Date]

To,  
Customer Support Team,  
[Company Name],  
[Company Address],  
[City, State, Zip Code]

Dear Customer Support Team,

I am writing to formally express my grievance regarding the inadequate follow-up I have experienced with your customer support team. On [Insert Date of Initial Contact], I reached out for assistance regarding [Briefly Describe the Issue]. Despite my expectations for timely updates, I have not received any follow-up communication.

This lack of follow-up has caused me significant inconvenience and frustration, as I was relying on your support to resolve this matter efficiently. I have made multiple attempts to get an update through [insert any other methods of communication used], but unfortunately, my concerns remain unaddressed.

I kindly request prompt action on this matter and would appreciate a detailed update from your team regarding the status of my issue by [Insert Deadline]. Thank you for your attention to this matter. I look forward to your immediate response.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Address]