

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

Customer Service Department  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service Team,

I am writing to follow up on my previous complaint regarding the repair services I requested on [Insert Date]. I would like to know the current status of my complaint and any steps being taken to resolve the issue.

Details of the complaint are as follows:

- Complaint Reference Number: [Insert Number]
- Date of Service Request: [Insert Date]
- Description of the Issue: [Insert Issue Description]

As this matter is of great importance to me, I would appreciate your prompt attention to this request. Please let me know if you require any further information to assist in the resolution process.

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

Sincerely,  
Your Name