

Complaint Letter regarding Inadequate Service Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[Public Service Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the inadequate response I received regarding my recent inquiry on [insert date of inquiry]. Despite following the proper channels and providing all necessary information, I have yet to receive a satisfactory response or resolution to my concerns.

This lack of timely assistance is disappointing and has significantly impacted my experience as a member of the community relying on your services. I had expected a more prompt and effective response given the importance of the matter at hand.

I kindly request a follow-up regarding this issue, along with an explanation of the circumstances that have led to this delay in service. I believe that addressing these concerns promptly will enhance the public's perception of your organization and improve overall service delivery.

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

Sincerely,

[Your Name]