

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my growing concern regarding the recent unreliability of the service schedule we have been experiencing with your company. Over the past [insert time frame], we have encountered several delays and missed appointments, which has significantly disrupted our operations.

We value the relationship we have built with your company, and this level of service is not what we expected. It is crucial for us to maintain a consistent schedule to ensure our own commitments are met.

I would appreciate it if you could provide clarity on the reasons behind these service disruptions and any steps you are taking to address this issue. Open communication and a reliable service schedule are vital to our ongoing partnership.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]