

Formal Notice of Inadequate Service Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the inadequate response I have received regarding [briefly describe the service or issue]. Despite my previous communications on [mention dates], I have yet to receive a satisfactory resolution.

This continued lack of response is unacceptable and has caused [mention any inconveniences or issues caused]. I request immediate attention to this matter and a detailed response by [insert deadline].

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

Sincerely,

[Your Name]