

Complaint Regarding Service Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delays I experienced during my recent interactions with your customer support team. On [insert date(s)], I reached out for assistance regarding [briefly describe the issue]. Unfortunately, I have faced significant delays in receiving a response.

The delays have not only caused frustration but have also impacted my ability to [explain impact on you, e.g., use the product or service]. I understand that occasional delays can occur, but the lack of communication has been particularly disappointing.

I urge you to address this issue promptly and improve the response time of your customer support services. Your attention to this matter would be greatly appreciated.

Thank you for your time, and I look forward to your swift response.

Sincerely,

[Your Name]