

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal regarding the unresponsiveness I have experienced with your service. I initially reached out on [date of first contact] regarding [brief description of the issue or request], and despite my follow-up on [subsequent dates], I have yet to receive a response.

[Briefly explain the impact of the unresponsiveness on you or your situation. Be specific about what you need from them.]

I value the commitment of [Company/Organization Name] to customer service, and I hope to see a resolution to this matter promptly. I would appreciate an update on my situation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]