

# Letter of Appeal for Resolution Over Service Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for a resolution regarding the service delays I have experienced with [Service or Product Name]. My account number is [Your Account Number].

On [Date of Incident], I encountered significant delays that have caused [explain impact, e.g., inconvenience, financial loss]. I understand that unforeseen circumstances can arise, but the lack of communication regarding the delay has been particularly frustrating.

As a valued customer, I believe it is important to address this issue promptly. I kindly request a resolution that includes [mention what you desire - compensation, expedited service, etc.].

Thank you for your attention to this matter. I look forward to your prompt response to help resolve my concerns.

Sincerely,

[Your Name]