

Formal Notice of Unacceptable Delay in Service

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the unacceptable delay in service that I have experienced with [specific service or project name]. Despite previous communications and assurances, the continued postponement has caused significant inconvenience.

As per our agreement dated [insert agreement date], the expected timeline for delivery was [insert expected timeline]. However, we have yet to see any progress or receive a clear update regarding the status.

I kindly request that you provide an immediate update on this matter and a revised timeline for resolution. Should this delay continue without a satisfactory response, I will have no choice but to consider other options.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]