

Request for Explanation on Service Delays

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an explanation regarding the delays I have experienced with the service provided by [Company's Name]. My reference number is [Reference Number], and I have been a customer since [Start Date].

As of today, I have not received the service I was promised on [Service Date], and despite my previous inquiries, I have yet to receive a satisfactory response regarding the cause of these delays.

Understanding the circumstances will greatly assist me in planning accordingly. I would appreciate your prompt attention to this matter and look forward to your response by [Response Deadline Date].

Thank you for your assistance.

Sincerely,

[Your Name]