

Formal Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Repair Service Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received from [Repair Service Company Name] regarding the delay in repairs for [describe the item/service]. My initial request for repair was made on [date of request], and I was promised completion by [promised completion date].

As of today, [current date], the work has not been completed, and I have been left without [describe the impact of the delay]. I find the lack of communication and updates regarding the status of my repair unprofessional and unacceptable.

In light of these ongoing delays, I request an immediate update on my repair status and a timeline for completion. I would appreciate your prompt attention to this matter.

Thank you for your consideration. I look forward to your swift response.

Sincerely,

[Your Name]