

Request for Follow-Up on Appliance Repair Complaint

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous complaint regarding the repair of my [Appliance Type] submitted on [Date of Original Complaint]. Despite my earlier communication, I have not received any updates about the status of the repair and would appreciate your prompt attention to this matter.

The service reference number is [Reference Number], and the issue with the appliance has remained unresolved, causing significant inconvenience.

I would greatly appreciate it if you could provide an update on the progress of my complaint and any next steps that may be required from my side.

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

Sincerely,

[Your Name]