

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 formally express my dissatisfaction regarding the delayed installation of the security system I ordered on [Order Date]. According to our agreement, the installation was scheduled for [Original Installation Date], but to date, this service has not been completed.

This delay has caused significant concern for my family and me, as we rely on the security system for our safety. I have attempted to reach out for updates multiple times, specifically on [date of inquiries], but have yet to receive a satisfactory response.

I kindly request that you provide an immediate update on the status of my installation and expedite the process to resolve this matter. I would appreciate a prompt response by [set a deadline for response], as I am evaluating my options regarding this unsatisfactory service.

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

Sincerely,  
Your Name