

Complaint Regarding Unsatisfactory Service Delay

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 express my dissatisfaction with the delay in service I have experienced with [Company's Name]. On [date of service request], I requested [specific service], and I was assured that it would be completed by [promised date]. However, as of today, [current date], the service has not yet been carried out.

This delay has caused considerable inconvenience, including [briefly describe the impact of the delay]. I had relied on your company's promise of timely service and have been disappointed by this experience.

I kindly request that you provide me with an update regarding the status of my service request and a new timeline for completion. I believe it is only fair to expect a resolution to this matter in a timely manner.

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

Sincerely,

[Your Name]