

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the delay in the service I have been expecting from your company, initially scheduled for [original service date].

As of today, I have not received the service and would like to understand the reasons for the delay. Timely communication is important to me, and I would appreciate any updates or insights you can provide regarding this matter.

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

Sincerely,
[Your Name]