

Formal Complaint Regarding Delayed Service Delivery

[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 am writing to formally express my dissatisfaction with the delayed delivery of services I have experienced with [Company Name]. My order/service request was placed on [Order Date] and was expected to be completed by [Expected Completion Date]. However, as of today, [Current Date], I have yet to receive the services promised.

This delay has caused considerable inconvenience, and I have made several attempts to contact your customer support team, yet no satisfactory resolution has been provided. I believe that timely service is essential to maintaining good customer relations and satisfaction.

I kindly request that you investigate this matter and provide me with an update regarding the status of my service delivery. Additionally, I would appreciate any compensation that may be appropriate for the inconvenience caused.

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

Sincerely,

[Your Name]