

Utility Service Complaint Follow-Up

Date: [Insert Date]

To,

[Utility Company Name]

[Customer Service Address]

Dear [Customer Service Manager/Specific Name],

I hope this message finds you well. I am writing to follow up on my recent complaint regarding [briefly describe the issue, e.g., "interrupted electricity service on [date]"].

As per our previous correspondence on [insert date of original complaint], I was informed that my issue would be addressed promptly. However, I have yet to receive any resolution or further communication regarding the status of my complaint.

I kindly request an update on the progress made concerning my situation. Additionally, I would appreciate any information on the anticipated timeline for resolution. Ensuring continued service is crucial for my household, and your assistance in this matter is greatly valued.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Your Account Number or Customer ID]