

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 complain about the delayed fulfillment of the services promised by your company on [specific date]. Despite my repeated inquiries, I have not received a satisfactory resolution.

The service I ordered was supposed to be completed by [original due date], and as of today, [current date], I have not received any updates regarding the status. This delay has caused significant inconvenience, and I expected better communication from your team.

I kindly request that you look into this matter urgently and provide me with an update on the status of my service fulfillment. I hope to resolve this issue amicably and promptly.

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

Sincerely,
[Your Name]