

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the lack of communication from your staff regarding [specific issue or situation]. Despite my attempts to reach out on [mention dates or instances of communication], I have not received any responses or updates.

This delay in communication has caused [explain how the lack of communication has affected you], and I believe it is imperative for your team to improve their communication practices to better serve clients and address concerns promptly.

I respectfully request that you look into this matter and provide me with an update at your earliest convenience. Thank you for your attention to this issue.

Sincerely,

[Your Name]