

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service timelines provided by your company. On [specific date], I submitted a request for [describe the service or product requested], and I was promised a response within [expected timeframe]. However, as of today, I have not received any communication regarding the status of my request.

This lack of response is not only frustrating but has also caused [mention any consequences or inconveniences you have faced]. I believe all customers deserve timely and efficient service, and my experience has not met those standards.

I request that you address this issue promptly and provide me with an update regarding my request. I look forward to your swift response and a resolution to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]