

[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 lodge a complaint regarding the continued delays in service that I have been experiencing with [Company's Name]. Despite previous communications addressing this issue, I have faced repeated service delays on [specific dates or timeframe].

These delays have caused significant inconvenience and disruptions to my [mention any specific issues caused by the delays, such as work, personal obligations, etc.]. I had hoped that these matters would be resolved, yet the same issues persist.

I kindly request a prompt resolution to this ongoing problem and a clear explanation as to why these delays keep occurring. I appreciate your attention to this matter and look forward to your timely response.

Thank you for your understanding.

Sincerely,

[Your Name]