

Formal Complaint Letter

[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 timeliness of service I received from [Company's Name] on [specific date or time frame]. Despite following up multiple times, there was a significant delay in [describe specific service or product], which has caused considerable inconvenience.

As a loyal customer, I expected better communication and prompt service, which I believe are integral to your company's standards. Unfortunately, this experience has fallen short of those expectations.

I kindly request your immediate attention to this matter and a timely resolution. I look forward to your reply and the steps that will be taken to address my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]