

Formal Complaint Regarding Service Delays

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delays in the service I have received from [Company Name] on [specific date(s)]. Despite assurances of timely delivery, I experienced significant hold-ups that have greatly impacted my experience as a customer.

Specifically, I expected to receive [describe the service/product] by [expected delivery date], but it was not delivered until [actual delivery date]. This delay caused me [explain the impact the delay had on you or your business]. I had to [include any extra costs, inconvenience, or issues caused by the delay].

As a loyal customer, I had anticipated a higher standard of service from [Company Name]. I would appreciate an explanation for these delays and your assurance that steps will be taken to prevent future occurrences.

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

Sincerely,

[Your Name]