

Formal Complaint Regarding Unsatisfactory Service Delays

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I have received from [Company Name]. On [specific date], I placed an order for [describe product/service], and the expected delivery date was [original delivery date]. Unfortunately, the delivery has been delayed beyond this date, with no communication or updates provided regarding the status of my order.

This delay has caused significant inconvenience, as I rely on [describe the reason you needed the service/product on time]. I have attempted to resolve this issue by [mention any attempts you made to resolve the issue, e.g., calling customer service], but to no avail.

I kindly request that you investigate this matter and provide me with a prompt update on the status of my order. Additionally, I would appreciate any steps you can take to ensure that this situation is rectified and to prevent further delays in the future.

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

Sincerely,
[Your Name]