

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager/Specific Name],

I am writing to formally express my dissatisfaction regarding the delays in the installation of my internet service, which I originally scheduled on [original installation date]. Despite several assurances from your team, I have yet to receive the service.

On [list any specific dates you contacted the company], I contacted your customer service to inquire about the status of my installation. Each time, I was promised an updated timeline, but there has been no follow-through, which has resulted in significant inconvenience for me.

As a loyal customer, I expected better communication and service. I request a prompt resolution to this matter and a revised installation date by [specific date]. If this situation cannot be rectified, I may have to consider alternative service providers.

Thank you for your immediate attention to this pressing issue. I look forward to your prompt response.

Sincerely,

[Your Name]