

Formal Complaint Regarding Delayed Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the delayed response to my recent service requests submitted on [insert dates of service requests]. Despite my expectations for timely assistance, I have yet to receive a response regarding these requests.

The details of my service requests are as follows:

- Request #1: [Description of request, including date submitted]
- Request #2: [Description of request, including date submitted]
- Request #3: [Description of request, including date submitted]

As a customer, I believe that prompt communication is crucial, and this prolonged delay has caused considerable inconvenience. I kindly urge you to look into this matter and provide an update at your earliest convenience.

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

Sincerely,

[Your Name]