

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the frequent delays of the bus services operated by your company on the [specific route or line]. As a regular commuter who relies on this service, I have encountered significant inconveniences due to these delays.

Over the past few months, I have observed that the buses are consistently late, often by [mention specific duration, e.g., 15-30 minutes] or more. These delays not only disrupt my daily schedule but also affect other commuters who depend on timely transportation to work, school, and other essential activities.

I urge you to take immediate action to address this issue. It is vital for your company to maintain a reliable and efficient service for all passengers. I would appreciate any updates on how you plan to rectify this situation.

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

Sincerely,

[Your Name]