

Formal Complaint About Delayed Water Service Response

[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 complain about the delayed response to my requests regarding the water service issues I have been experiencing at my residence. Despite several phone calls and emails to your customer service team since [Date of First Complaint], there has been no resolution to the problem.

The lack of timely response has caused significant inconvenience, and I believe that as a customer, I deserve prompt attention and service for the issues I have reported.

I kindly urge your office to prioritize this complaint and provide me with an update regarding the status of my request. I expect a resolution to this matter by [Specify a reasonable date].

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

Sincerely,

[Your Name]