

Formal Complaint Regarding Inadequate Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the inadequate response I have received regarding my previous inquiries dated [insert dates of previous inquiries]. Despite my efforts to seek clarification and resolution, the responses have been unhelpful and lacking the necessary information to address my concerns.

To summarize, my inquiries involved [briefly describe the nature of your inquiries], and it is imperative that I receive a thorough and satisfactory response.

It is my hope that this complaint will prompt an immediate review of my situation and lead to a more effective resolution. I look forward to your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]