

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the lack of timely service I have experienced with [Company Name] on [specific date or time period]. Despite my repeated attempts to reach out concerning [brief description of the issue], I have yet to receive an adequate response or resolution.

This delay in service has caused me [mention any inconvenience or repercussions], and I expected a higher standard of service based on your company's reputation.

I kindly request that you address this issue at your earliest convenience. I would appreciate a prompt response detailing how you plan to rectify this situation. Thank you for your attention to this matter.

Sincerely,

[Your Name]