

# Formal Complaint Regarding Unresponsive Service

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 with the service I have received from your company. On [specific date], I reached out to your customer service department regarding [brief description of the issue]. However, despite my efforts to follow up, I have not received a response or resolution.

This lack of communication and support is disappointing and has caused [mention any inconvenience or issue caused]. I expected a prompt resolution and effective communication based on your company's reputation.

I kindly request that you investigate this matter and provide me with a response by [specific deadline]. I hope we can resolve this issue amicably and restore my faith in your company.

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

Sincerely,  
Your Name