

Formal Complaint Regarding Missed Delivery Appointments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally complain about the repeated missed delivery appointments I have experienced with your service. My order number is [Insert Order Number], and I was scheduled to receive my delivery on [Insert Dates] which did not occur as promised.

Despite my efforts to contact your customer service team, the issues have not been resolved, and I have not received any satisfactory explanation or follow-up regarding this matter. This lack of communication and reliability is disappointing and has caused significant inconvenience.

I request that you address this problem immediately and provide a resolution. Additionally, I would appreciate a prompt response regarding the status of my delivery and any compensation for the inconvenience caused.

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

Sincerely,

[Your Name]