

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 express my dissatisfaction regarding the lack of response to my phone calls over the past [duration]. Despite my repeated attempts to reach you on [specific dates], I have not received any acknowledgment or call back.

This situation has caused significant inconvenience and has hindered the progress of [specific issue or request]. I expect timely communication as a basic standard of [service/customer support], and I am disappointed that this has not been met.

I kindly request that you address this issue promptly and return my call at your earliest convenience. I hope to resolve this matter amicably and look forward to your immediate attention to this complaint.

Thank you for your prompt consideration.

Sincerely,
[Your Name]