

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization 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 previous complaints submitted on [dates of previous complaints]. Despite my efforts to seek resolution, I have yet to receive any acknowledgment or response from your office.

My complaints pertain to [briefly describe the nature of your complaints], and I have outlined the details in my previous correspondence. As a customer/member, I believe it is essential for your organization to address complaints in a timely and professional manner.

I kindly request an update on the status of my complaints and urge you to address these issues promptly. Your attention to this matter would be greatly appreciated.

Thank you for your time. I look forward to your prompt reply.

Sincerely,
[Your Name]