

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

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Utility Company Customer Service Manager],

I am writing to formally complain about the delayed installation of utility services at my residence, located at [Your Address]. I initially scheduled the installation for [Original Installation Date], but to date, the service has yet to be installed. This delay has caused significant inconvenience for my household.

Despite my efforts to resolve this issue by contacting your customer service on [Dates of Previous Contacts], I have not received satisfactory information or a set installation date. I kindly request immediate assistance in expediting the installation process and would appreciate regular updates on the status of my service.

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

Sincerely,

[Your Name]