

Formal Complaint: Inadequate Service Response Times

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

To Whom It May Concern,
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the inadequate response times I have experienced with your service department. On [specific dates], I contacted your customer service regarding [describe the issue briefly], and I have yet to receive a satisfactory response.

Despite my repeated attempts to get in touch, the delays have significantly impacted my [mention any relevant consequences, e.g., work, personal life]. It is disappointing to note that the service I expected from your reputable company has fallen short.

I kindly request an explanation for these delays and the measures that will be taken to address this issue. I believe that clear communication and timely responses are essential for maintaining customer trust and satisfaction.

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

Sincerely,
Your Name