

Formal Complaint Regarding Delayed Responses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Department/Office Name]

[State Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delayed responses I have experienced from the State Department regarding my inquiries (Reference Number: [Insert Reference Number]). Despite several attempts to seek resolution, my concerns remain unaddressed, leading to significant frustration and inconvenience.

It has been [insert duration] since I first reached out, and I have yet to receive a satisfactory response. I believe timely communication is crucial, especially regarding matters that impact individuals' lives.

I kindly request your immediate attention to this matter and hope for a prompt resolution. Thank you for addressing my concerns, and I look forward to your swift response.

Sincerely,

[Your Name]