

# Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally lodge a complaint regarding my unresolved inquiries submitted to the State Department. I initially reached out on [date of first inquiry] regarding [brief description of the inquiry]. Despite multiple follow-ups on [list dates of follow-ups], I have yet to receive a definitive response or resolution.

This lack of communication is disappointing and has caused [briefly explain any consequences of the delay]. I believe it is essential for your department to address this matter promptly and effectively.

I kindly request an update on the status of my inquiries and appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]