

# Utility Service Complaint

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Customer Service Department

Subject: Complaint Regarding Delayed Repairs

Dear [Utility Company Customer Service],

I am writing to formally lodge a complaint regarding the ongoing delay in repairs to the utility service at my residence, located at [Your Address]. My account number is [Your Account Number].

On [Date of Initial Report], I reported an issue concerning [brief description of the issue]. I was assured that repairs would be conducted promptly; however, despite multiple follow-ups, the issue remains unresolved.

This delay has caused significant inconvenience for me and my family, and I would appreciate your urgent attention to this matter. I kindly request a status update on the repair work and an estimated timeline for resolution.

Thank you for your prompt attention to this issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]