

# Complaint Letter for Inadequate Service Response

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service Department],

I am writing to formally express my dissatisfaction with the inadequate response I have received regarding my recent service issues with [type of utility service, e.g., electricity, water, gas]. Despite multiple calls to your customer service department on [list dates], my concerns remain unresolved.

The specific issues I have encountered include [briefly describe the issues, e.g., frequent outages, low water pressure, etc.], which have caused [mention any inconvenience or impact this has had on you]. I was assured that my complaints would be addressed promptly; however, I have yet to see any action taken.

I expect a timely response to this matter and would appreciate it if you could provide a specific timeline for when I can expect to see resolution. I trust that your company values its customers and takes these complaints seriously.

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

Sincerely,

[Your Name]