

Complaint Regarding Installation Problems

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with the installation service provided by your company on [Installation Date]. The installation of [type of utility, e.g., electricity, gas, water] has not been completed as promised.

Despite multiple assurances from your team that the installation would be fully operational by [promised completion date], I am still experiencing issues, including [describe specific problems, e.g., lack of service, equipment not functioning]. These problems have caused significant inconvenience and disruption to my daily routine.

I kindly request that you address this matter promptly and arrange for a technician to resolve the installation issues at your earliest convenience. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]