

# Complaint Letter with Supporting Documents for Delayed Service

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Service Provider Name]  
[Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Delayed Service – Request for Resolution

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delayed service regarding [describe the service, e.g., "installation of internet connection," "delivery of purchased product"], which I expected to be completed by [original agreed date], as per our service agreement (see attached **Document 1: Service Agreement**).

Despite my anticipation and prior arrangements based on your stated timelines, the service has not been provided as scheduled. I have made repeated attempts to seek updates (refer to attached **Document 2: Email Correspondence** and **Document 3: Call Logs**), but the matter remains unresolved as of today, [current date].

The delay has caused significant inconvenience, including [explain specific issues faced, e.g., disruption to work, added expenses, difficulty in communication]. I had relied on your commitment and the assurances given in our communications.

In support of my complaint, I have attached the following documents:

- **Document 1:** Signed Service Agreement
- **Document 2:** Relevant Email Correspondence
- **Document 3:** Payment Receipt/Proof of Payment
- **Document 4:** Call Logs or Chat Records
- **Document 5:** Any other supporting evidence

I kindly request that you address this matter promptly by [state your desired resolution, e.g., completing the service within a defined timeframe, issuing compensation, etc.]. A timely and satisfactory resolution will be much appreciated.

Please respond to this letter by [state a reasonable deadline, e.g., "within 7 working days"], indicating the steps you will take to resolve this issue.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]

## Attachments:

- Service Agreement
- Email Correspondence
- Payment Receipt
- Call Logs/Chat Records
- Any other supporting evidence