

This document serves as an **example complaint letter to a business for ignored service requests**, designed to formally address issues related to unacknowledged or neglected customer service efforts. It emphasizes the importance of clear communication, specifying the service requests made, dates of initial contact, and the lack of response or resolution. The letter aims to prompt the business to recognize the oversight, provide a suitable remedy, and reinforce customer satisfaction through improved responsiveness and professionalism.

Sample Complaint Letter

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Business Name

Attn: Customer Service Department

Business Address

City, State ZIP Code

Subject: Unresolved Service Request â€“ Formal Complaint

Dear Sir or Madam,

I am writing to formally bring to your attention the unsatisfactory experience I have encountered with your company regarding my recent service requests, which have regrettably been ignored to date.

I initially contacted your service department on **[Date of First Request]** concerning **[brief description of the issue or service needed]**. I followed up with additional requests on **[List Subsequent Dates]** via **[email/phone/online portal]**. Despite these multiple attempts, I have yet to receive any acknowledgment, update, or proposed resolution regarding my case.

This prolonged lack of response is disappointing and does not reflect the level of professionalism or customer care I expect from your business. I kindly request that you address my service issue as soon as possible. Additionally, I would appreciate an explanation for the lack of communication and a commitment to improved responsiveness moving forward.

I look forward to your prompt reply within **10 business days** from the date of this letter. If my concerns remain unresolved after this period, I will consider escalating the matter to relevant consumer protection authorities.

Thank you for your immediate attention to this matter. I hope we can resolve this issue amicably and restore my confidence in your company's services.

Sincerely,

[Your Name]