

# Formal Complaint Letter Sample for Delayed Customer Service Response

This formal complaint letter template addresses issues related to **delayed customer service response**. Use this template to express your dissatisfaction, request a prompt resolution, and emphasize the importance of timely and professional assistance.

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

[Customer Service Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Delayed Customer Service Response

Dear [Recipient's Name or "Customer Service Manager"],

I am writing to formally express my dissatisfaction with the delayed response I have received from your customer service team regarding [briefly state your issue or inquiry, e.g., "my recent order #12345" or "my account issue"]. I first reached out to your support team on [date of initial contact], but I have yet to receive a satisfactory or timely response.

I understand that unforeseen circumstances can occasionally cause delays; however, the lack of communication and delay in resolving my issue has caused significant inconvenience and disappointment. I expected a prompt resolution in line with the high standards of service that [Company Name] promotes.

I kindly request that you review my case and provide a clear update and resolution as soon as possible. Additionally, I urge you to review your customer service procedures to ensure more timely responses to customer inquiries in the future.

I look forward to your prompt reply and a satisfactory resolution to this matter. Should I not hear back within [reasonable timeframe, e.g., "seven business days"], I will consider escalating this complaint to the appropriate regulatory authority.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]