

Official Complaint Letter for Delayed Service Response

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

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

Subject: Official Complaint Regarding Delayed Service Response

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the delayed response to my service request (Reference Number: [insert reference number]), which I initially submitted on [date of initial request]. Despite my repeated follow-ups, I have yet to receive a satisfactory resolution or update regarding the status of my request.

This delay has caused significant inconvenience, including [briefly describe the impact, e.g., disruption to daily activities, loss of productivity, etc.]. As a long-standing customer, I expected a higher standard of service and prompt attention to such matters.

I kindly request that you investigate this matter urgently and provide me with an update on the status of my request. Additionally, I would appreciate an explanation for the delay and any compensation or remedial actions you consider appropriate.

Please treat this letter as a formal complaint. I hope to receive your response within [state reasonable timeframe, e.g., 5 business days] of the date of this letter.

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

Sincerely,
[Your Name]