

# Sample Complaint Letter with Follow-Up Request for Delayed Response

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Follow-Up Request Regarding Delayed Response to Previous Complaint

Dear [Recipient Name],

I am writing to follow up on my previous correspondence dated [original date of complaint], regarding [brief description of the complaint or issue]. Despite my earlier complaint and my expectation of a timely response, I have not yet received any update or resolution from your office.

The delay in responding to my concern has caused significant inconvenience and has further affected my confidence in your company's commitment to customer service. Timely communication is crucial in situations like these, and I kindly urge you to address this matter as a priority.

I request that you provide me with an update on the status of my complaint and a proposed resolution at your earliest convenience. Please let me know if you require any additional information from my end to expedite the process.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]