

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Lack of Response to Information Request

Dear [Recipient Name],

I am writing to formally express my concern regarding the absence of a response to my previous request for information, which was submitted on [date of original request]. Despite allowing reasonable time for a reply, I have yet to receive any acknowledgment or the requested details.

I wish to emphasize the importance of timely communication, particularly in professional and organizational contexts. The information requested is essential for [state the purpose or reason for your request], and the lack of feedback has caused inconvenience and may result in [mention any potential consequences, such as delays, missed deadlines, or disruptions].

Please consider this letter as a formal reminder and complaint regarding the delay. I kindly urge you to review my initial request and provide the requested information at your earliest convenience. Maintaining professional standards and ensuring accountability in handling requests are crucial in fostering mutual trust and efficient operations.

I would appreciate a prompt response by [set a reasonable deadline, e.g., within 7 working days] to avoid the need for further escalation. Should you require any additional clarification regarding my request, please do not hesitate to contact me.

Thank you for your immediate attention to this matter. I look forward to your prompt and comprehensive response.

Sincerely,  
[Your Name]