

Strong Complaint Letter Template: Lack of Response from Service Provider

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

[Service Provider's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: **Formal Complaint Due to Lack of Response – Immediate Action Required**

Dear [Service Provider's Name],

I am writing to formally express my deep dissatisfaction regarding the repeated lack of response from your company regarding my previous [emails/phone calls/letters] dated [insert previous dates]. This ongoing issue concerns [briefly describe the product/service issue], for which I had reached out with the expectation of timely and professional support.

Despite my continued efforts over [state duration, e.g., several weeks], I have not received any acknowledgment or resolution to my concerns. This complete lack of communication is unacceptable and falls far short of the standard of service your company has committed to providing.

I urge you to treat this matter with the seriousness it deserves. Please respond to this letter by [set a deadline, e.g., within 5 business days], either with a resolution or an update on the steps being taken to address my concerns. Should I continue to be ignored, I will have no choice but to escalate this complaint to consumer protection authorities and consider other legal remedies.

I trust that you will recognize the urgency of this issue and restore my confidence in your company by providing an immediate and satisfactory response.

I look forward to your prompt reply.

Sincerely,
[Your Name]