

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

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

Subject: Formal Complaint Regarding Delayed Service Response

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the delayed response to my recent service request (Reference No: [insert reference number]) submitted on [date of initial request]. Despite my repeated communication attempts via [list channels used: email, phone, etc.] on [dates of follow-ups], I have yet to receive a satisfactory or timely response from your team.

This prolonged waiting period has caused significant inconvenience and negatively impacted my experience with your company (or business operations, if applicable). As a customer, I expect a certain standard of promptness and efficiency, which has unfortunately not been met in this instance.

I kindly request immediate attention to my service request and a clear explanation for the delay. Additionally, I urge you to review and improve your response times to prevent similar occurrences in the future. Please inform me of the actions being taken to resolve this matter as soon as possible.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,  
[Your Name]