

Official Complaint Letter Sample for Delayed Response to Complaint

This official complaint letter sample for **delayed response to complaint** serves as a formal template to address concerns about the untimely handling of a previously submitted grievance. It outlines the key elements necessary to express dissatisfaction politely yet firmly, emphasizing the importance of prompt communication and resolution. This sample helps individuals articulate their frustrations clearly, request immediate attention, and seek appropriate remedial actions, ensuring their issues are acknowledged and resolved efficiently.

Sample Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title/Position

Company/Organization Name

Company Address

City, State, ZIP Code

Subject: Official Complaint Regarding Delayed Response to Previous Complaint

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the delayed response I have experienced regarding my previous complaint submitted on [Original Complaint Date], concerning [briefly describe the nature of your original complaint].

Despite my efforts to resolve this issue and the significant time elapsed, I have yet to receive a meaningful update or resolution. The lack of timely communication and action has caused considerable inconvenience and frustration, diminishing my confidence in your company's commitment to customer service.

I kindly request that you look into my complaint as a matter of urgency and provide a comprehensive response within [reasonable timeframe, e.g., "seven working days"]. Additionally, I expect a clear explanation for the delay and the specific steps being taken to address my concerns.

I trust you will treat this matter with the seriousness it deserves. Please confirm receipt of this letter and advise me of the measures being implemented to resolve this issue promptly.

Thank you for your immediate attention to this matter. I look forward to your swift and satisfactory response.

Sincerely,

[Your Name]