

This sample **complaint letter for late delivery of service** provides a formal way to address delays in service provision. It clearly states the issue, details the expected delivery timeline, and expresses the dissatisfaction caused by the lateness. The letter typically requests prompt resolution or compensation while maintaining a professional tone to facilitate effective communication and remedial action between the customer and service provider.

Complaint Letter for Late Delivery of Service

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State ZIP Code]

Subject: Complaint Regarding Late Delivery of Service

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the late delivery of the service I requested from your company, [Service Description], which was originally scheduled for completion on [Agreed Delivery Date]. Unfortunately, as of today, [Actual Date], the service has not yet been provided/fully completed.

This delay has caused significant inconvenience and disrupted my plans. I had chosen your company due to its reputation for reliability and efficiency, and I expected timely fulfillment as agreed in our contract/order referenced [Order/Contract Number].

I kindly request an immediate update regarding the status of my service. Additionally, I would appreciate information about the reasons for this delay and any measures being taken to expedite delivery. If the delay continues, I seek appropriate compensation for the inconvenience caused, as per your company's policy.

I hope to receive your prompt response and a suitable resolution to this matter. Please contact me at [Phone Number/Email] to discuss further steps.

Sincerely,

[Your Name]