

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the HVAC repair service provided by your company on [date of service]. Despite assurances of a complete resolution, I continue to experience problems with my HVAC system.

On [date of the service], your technician, [Technician's Name], performed [specific service details]. However, since that time, I have noticed [describe the ongoing issue or malfunction].

I have attempted to contact your customer service department on [dates of contact] but have yet to receive a satisfactory response or resolution. I believe the situation warrants urgent attention as it directly affects my comfort and well-being.

I kindly request that you schedule a follow-up appointment at your earliest convenience to address these ongoing issues. Additionally, I would appreciate a confirmation of the actions that will be taken regarding this matter.

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

Sincerely,
[Your Name]