

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Lack of Response/Complaint

I hope this letter finds you well. I am writing to formally express my concern regarding [briefly state the issue, e.g., "the recent service issue I experienced on [date]" or "the delay in my order #[order number]"].

Despite my previous attempts to resolve this matter through [mention previous communication methods, e.g., "phone calls, emails"], I have not received a satisfactory response or resolution. The lack of communication has caused me [briefly explain the impact it has had on you, e.g., "inconvenience, frustration"].

I kindly request that you address this issue promptly and provide me with a resolution by [state a specific date]. Should I not receive a response by this date, I may have to escalate this matter further.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]
[Your Contact Information]