

Provisional Complaint Letter for Pending Issues

Subject: Provisional Complaint Regarding Ongoing Issue

Dear [Manager Name],

I am writing to notify you of ongoing issues regarding [describe issue]. While I understand that resolutions may take time, I request acknowledgment of this concern and an update on the steps being taken.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]

[Contact Information]

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