

Complaint Letter Regarding Project Delay

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the delay in the completion of the [Project Name] that was originally scheduled for completion on [Original Completion Date]. As of today, [Current Date], the project remains unfinished, and this has caused significant issues including [briefly outline the consequences of the delay].

Despite several discussions and assurances regarding the timeline, we have not received any concrete updates or a revised completion schedule. It is imperative that we stick to deadlines to ensure a seamless operation and maintain our commitments.

I kindly request a meeting to discuss the reasons behind the delay and to establish a feasible plan to move forward. Please respond at your earliest convenience so that we can resolve this matter promptly.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]