

Complaint Regarding Unperformed Services

[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 regarding the services that were scheduled for [date(s)] and have not been performed as agreed upon. Despite my prior attempts to address this issue, I have not received a satisfactory response.

Details of the service contract include:

- Service Type: [Describe service]
- Agreement Date: [Date of agreement]
- Service Duration: [Expected duration]

It is disappointing that [mention any specific issues you faced - e.g., lack of communication, missed appointments]. I expected a far better level of service based on previous interactions with your company.

I kindly request an immediate resolution to this matter. I would appreciate a timeline for when I can expect the services to be completed. If I do not receive a response within [number of days], I will be forced to escalate this situation further.

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

Sincerely,

[Your Name]