

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

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my dissatisfaction with the services that were expected but have not been rendered by your company. On [date], I contracted your services for [details of services], and despite my repeated inquiries and assurances, the service has not been delivered.

This lack of service has caused [explain any inconvenience or issues caused], which I find completely unacceptable. I expected prompt and professional service based on our agreement, and it is disappointing that this has not been the case.

I kindly request an immediate resolution to this matter. Please let me know how you plan to address this issue and when I can expect the services to be rendered.

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

Sincerely,  
Your Name