

Formal Complaint Letter Regarding Incomplete Services

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the incomplete services provided by [Company's Name] on [Date of Service]. Despite my expectations, the service was not completed as agreed upon in our contract.

Specifically, the following aspects of the service were not fulfilled:

- [Detail of incomplete service #1]
- [Detail of incomplete service #2]
- [Detail of incomplete service #3]

I have made multiple attempts to resolve this issue by [mention any previous communication, e.g., phone calls, emails], but unfortunately, no satisfactory response has been received. Hence, I find it necessary to escalate the matter.

I kindly request that you take immediate action to address these issues and complete the outstanding services. I expect a response to this complaint within [mention timeframe, e.g., 14 days] to avoid further escalation.

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

Sincerely,

[Your Name]