

Letter of Non-Fulfillment of Service Contract

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally address the non-fulfillment of our service contract dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in the agreement, [describe specific services not rendered or obligations not met].

Despite our previous discussions and attempts to resolve this matter, [provide details regarding previous communications or notices]. This non-fulfillment has resulted in [describe consequences or impact on your business].

We kindly request your immediate attention to rectify this situation. Please provide feedback on how you intend to address this issue by [Insert Response Date]. If we do not receive your response, we may have to consider further actions outlined in the contract.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]