

# Grievance Letter for Service Not Provided

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a grievance regarding the service that was not provided as per the agreement made on [Insert Date of Agreement]. The expected service was [Describe Service], and it was agreed upon that it would be completed by [Expected Completion Date].

Unfortunately, as of today's date, the service has not been rendered. This has caused [Describe any issues or inconveniences caused by the lack of service]. I have made several attempts to resolve this matter by [Describe any attempts to contact or resolve the issue]. However, there has been no satisfactory response.

In light of this situation, I am requesting that the service be provided at the earliest or, if this is not possible, an appropriate resolution such as [Describe Possible Resolution, e.g., a refund, compensation, etc.].

I hope to resolve this matter swiftly and amicably. Thank you for your immediate attention to this grievance. I look forward to your prompt response.

Sincerely,

[Your Name]