

# Letter of Appeal

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for a resolution regarding the undelivered services that I had contracted with [Company Name] on [Contract Date]. Despite my expectations based on our agreement, the services promised have not been provided, causing inconvenience and disruption.

The details of the service agreement are as follows:

- Service Description: [Description of Services]
- Contract Number: [Contract Number]
- Expected Delivery Date: [Expected Date]
- Amount Paid: [Amount Paid]

As of today, I have not received any communication regarding the delay or reasons for the non-delivery. This situation has greatly impacted my [personal/business] affairs. I kindly request a prompt resolution to this matter, including an updated timeline for the delivery of the owed services and any steps you plan to take to rectify this issue.

I appreciate your immediate attention to this appeal and look forward to hearing from you soon. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]