

Request for Explanation on Unfulfilled Service Obligations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an explanation regarding the unfulfilled service obligations as per our agreement dated [Insert Agreement Date].

Despite numerous communications regarding this matter, I have yet to receive the services expected, which has impacted my operations significantly. Specifically, [mention specific services/obligations that were not met].

I kindly request that you provide a detailed explanation for these shortfalls at your earliest convenience. Understanding the reasons behind these issues will help us find a resolution and move forward positively.

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

Sincerely,

[Your Name]