

Complaint Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally address my concern regarding the breach of contract associated with our agreement dated [insert date of contract]. As per the terms laid out in the contract, I am owed compensation totaling [insert amount] due to [briefly describe the reason for breach].

Despite my previous attempts to resolve this matter through informal communication, I have not yet received the compensation owed. I believe this situation needs prompt attention, and I kindly request that you address this matter within [insert reasonable timeframe, e.g., 14 days].

Should this issue remain unresolved, I may be forced to consider further action to seek the compensation I am entitled to. I hope to avoid such measures and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]