

Complaint Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the unfulfilled commitments made by your company on [specific date or timeframe]. Despite our previous discussions and the assurances provided, the promised actions have not been taken, resulting in [briefly describe the implications or inconveniences].

As a valued customer, I expect transparent communication and accountability. I kindly request that you address this issue promptly and provide an update on the status of my concern by [specific deadline].

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

Sincerely,
[Your Name]