

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Date

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

Dear [Recipient's Name],

I am writing to express my frustration regarding the unkept promises that have impacted our working relationship. Despite several assurances regarding [specific commitments], I have yet to see any progress, making it challenging to move forward with our goals.

These unmet expectations not only hinder our projects but also affect my trust in the commitments made. I believe clear communication and follow-through are essential for our partnership.

I hope we can address these issues promptly and work towards fulfilling the commitments made, ensuring a more productive collaboration in the future.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]