

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

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

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the unmet assurances that were previously communicated to me. On [date of assurance], I was assured that [specific assurance]. However, I have since encountered [describe the issue or unmet assurance].

This situation has caused [explain the impact of the unmet assurance], and I believe it is imperative to address this matter promptly. I would appreciate your attention to this issue and a response outlining how you plan to resolve this situation.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,  
[Your Name]