

# Request for Resolution of Broken Commitments

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the issue of unmet commitments that were established between [specific date or event] and have since remained unresolved.

Despite our previous discussions and agreements, the following commitments have not been fulfilled:

- [Specific Commitment 1]
- [Specific Commitment 2]
- [Specific Commitment 3]

These broken commitments have significantly impacted [mention the impact, e.g., project timelines, operations, resources]. I would appreciate your prompt attention to this matter, and I kindly request a meeting to discuss possible resolutions.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]