

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my dissatisfaction regarding the services that were promised but have not been delivered. Despite my expectations and previous communications, [briefly describe missing services].

This situation has caused inconvenience as [explain how it affected you or your business]. I believe that these issues should be addressed promptly to maintain a positive customer relationship.

I would appreciate your immediate attention to this matter and a response outlining the steps that will be taken to rectify this situation.

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

Sincerely,
[Your Name]