

Complaint Regarding Lack of Adherence to Payment Terms

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Recipient's Name],

I am writing to formally complain about the consistent lack of adherence to the payment terms outlined in our contract dated [Contract Date]. Despite several reminders and discussions, payments have not been received in a timely manner. This has caused significant inconvenience to my operations and financial planning.

According to our agreement, payments should be made within [Number of Days] days of invoice receipt. However, the last few payments have been overdue, specifically Invoice #[Invoice Number] dated [Invoice Date], which remains unpaid as of today.

I kindly request that you address this issue promptly to prevent any further disruption. Please let me know how you intend to resolve this matter by [Response Deadline].

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

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]