

# Complaint Concerning Non-Compliance with Contract Terms

[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 formally express my dissatisfaction regarding the non-compliance with the terms of our contract dated [Contract Date]. Despite my previous attempts to resolve this issue informally, there has been no rectification of the situation.

According to Section [Section Number] of our agreement, [describe specific terms that were not complied with]. However, [explain how the terms were violated and any impacts].

I request that you address this matter promptly and take the necessary steps to ensure compliance moving forward. Please respond to this complaint within [number] days to avoid further escalation.

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

Sincerely,

[Your Name]