

Complaint Over Missed Contract Deadlines

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the missed deadlines associated with the contract [Contract Number/Description], which we entered into on [Contract Start Date]. As per the terms outlined in the agreement, [specific deliverables or timelines] were expected to be met, and these have unfortunately not been achieved.

This delay has caused significant inconvenience, and I believe it is crucial for us to address this matter promptly to maintain our professional relationship. I would appreciate your immediate attention to this issue and a proposed plan for how we can resolve it moving forward.

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

Sincerely,

[Your Name]