

Complaint Regarding Breach of Service Agreement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [describe the service or agreement], which was part of our service agreement dated [insert date of agreement]. As per the terms stipulated in the agreement, [describe the specific obligations that have not been met].

Unfortunately, [explain the breach in detail, providing specific examples and how it has affected you]. This situation has caused considerable inconvenience, and I believe it is essential for us to address this matter urgently.

I would appreciate it if you could [suggest a solution or action you want them to take], as I believe this is the best course of action to resolve this issue.

Please respond to my complaint by [insert a reasonable deadline] to avoid further escalation of this matter. I look forward to your prompt attention to this issue.

Thank you for understanding.

Sincerely,

[Your Name]