

Complaint Letter Regarding Unauthorized Contract Changes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding unauthorized changes made to my contract dated [Insert Contract Date]. I noticed that [briefly describe the changes and how they were made without your consent].

These alterations are not in line with our original agreement and have caused [explain any issues caused by these changes]. I believe that these adjustments violate the terms of our contract and request that they be reviewed and reverted to the original terms.

I would appreciate your prompt attention to this matter and look forward to receiving your response by [Insert a specific date, usually within two weeks]. Thank you for addressing this issue at your earliest convenience.

Sincerely,

[Your Name]