

Complaint Letter Regarding Unresolved Issues

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the unresolved issues that have arisen following a violation of our contract dated [insert contract date]. Despite our previous communications, the matter remains unaddressed and has caused significant inconvenience.

The specific issues I am referring to include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

It is imperative that these matters are resolved promptly. I expect a response by [insert deadline], and I hope we can come to an amicable resolution. Failing that, I may be forced to consider further action to protect my rights and interests.

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

Sincerely,

[Your Name]