

Formal Complaint Regarding Contract Modifications

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding unexpected modifications to the terms of the contract dated [insert contract date], which I entered into with [Company/Organization Name].

It has come to my attention that [briefly describe the unexpected modifications] without prior consultation or agreement. These changes have repercussions that I did not foresee and are not in alignment with our original agreement.

As per our previous discussions, I expected the terms of our contract to remain unchanged unless duly notified, and these sudden modifications are both unwarranted and unacceptable.

I kindly request a prompt clarification on this matter and reinstatement of the original terms agreed upon. If necessary, I am available to discuss this further at your earliest convenience.

Thank you for addressing my concerns promptly. I look forward to your response.

Sincerely,
[Your Name]