

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate the ongoing issues we have encountered regarding the delivery of our contract dated [Insert Contract Date]. Despite our previous communications and your assurances, we have yet to receive the agreed-upon deliverables, which were due on [Insert Due Date].

The continued delays are causing significant disruptions to our operations, and it is imperative that we find a resolution promptly. Please refer to the previous correspondence (attached) for a detailed outline of the unresolved matters.

We value our business relationship, but the current situation necessitates immediate action. I would appreciate it if you could provide a concrete update on the status of this delivery by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]