

# Formal Complaint Regarding Contract Delivery Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding the delivery issues we have encountered related to our contract dated [Insert Contract Date]. Despite several communications, the delivery has not been made as per the agreed schedule.

According to our agreement, the delivery of [specific goods/services] was to be completed by [insert delivery date]. However, as of today, [insert number] days have passed, and we have not received the aforementioned items. This delay has caused significant inconvenience and disruption to our operations.

I kindly request an immediate update on the status of the delivery and a resolution to this issue. We expect compliance with the terms outlined in our contract and timely communication regarding any unforeseen delays.

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

Sincerely,

[Your Name]