

Grievance Letter Regarding Delayed Contract Fulfillment

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 concern regarding the delay in the fulfillment of our contract dated [Contract Date] regarding [Brief Description of Contract]. As per the terms outlined in the agreement, the completion date was set for [Original Completion Date], and we have yet to receive the agreed-upon deliverables.

This delay has significantly impacted our operations, causing [Briefly Explain Consequences of Delay]. Despite my previous attempts to seek clarification and updates regarding the status of the contract, I have yet to receive a satisfactory response.

I kindly request that you provide an immediate update on the status of our contract and the steps being taken to resolve this issue. It is imperative to address this situation promptly to avoid further complications.

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

Sincerely,
[Your Name]