

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my complaint regarding the breach of our service delivery contract dated [insert contract date]. According to the terms outlined in the contract, [specific terms] were to be adhered to. However, I have observed multiple instances of non-compliance which are as follows:

- [List specific instances of breach]
- [List additional instances if necessary]

This has resulted in [detail the impact on your business or personal situation], which is unacceptable. I request that you address this matter promptly by [insert what you expect the recipient to do, e.g., provide a resolution, compensation, etc.].

Should I not hear from you within [specific time frame], I will be forced to take further action, including [mention potential next steps, e.g., legal action, notifying regulatory bodies, etc.].

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

Sincerely,
[Your Name]