

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

Recipient's Name  
Recipient's Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my complaint regarding a dispute related to our contract dated [Contract Date], identified as [Contract Identification Number]. It has come to my attention that there have been several instances of non-compliance which have adversely affected our agreed terms.

Specifically, the disputes include [List of Specific Issues]. These issues have led to [Explain Consequences, e.g., financial loss, project delays], which is not acceptable and goes against the terms we set forth in our agreement.

I have made several attempts to address these matters amicably by [List Any Previous Attempts to Resolve the Issue], but unfortunately, these efforts have not yielded a satisfactory resolution.

Therefore, I am requesting that you address these issues promptly. Please respond to this letter by [Specify a Response Deadline], so we can resolve this dispute effectively.

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

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Company Name (if applicable)]