

Formal Complaint Letter

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my complaint regarding a breach of the settlement terms agreed upon on [date of settlement]. As per our agreement, [describe the specific terms that were breached].

Despite my attempts to resolve this matter informally, [describe any attempts made, such as phone calls or emails]. As of today, I have not received a satisfactory response or resolution.

I request that you address this issue promptly and ensure compliance with the agreed-upon terms. Please respond by [insert a specific response date] so that we may resolve this matter amicably.

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

Sincerely,

[Your Name]