

Executive Complaint Letter

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the ongoing contract disputes between [Your Company Name] and [Recipient's Company Name]. The lack of resolution not only affects our operational capabilities but also jeopardizes our mutual business relationship.

Despite our best efforts to address the issues, including [list specific attempts made to resolve the dispute], there has been no satisfactory outcome. This situation is creating significant challenges for our operations, including [briefly outline the impacts on your business].

I urge you to prioritize this matter and work towards a prompt resolution. It is imperative that both parties adhere to the terms of the existing contract and find a mutually agreeable solution without further delay.

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

Sincerely,

[Your Name]
[Your Position]