

Formal Complaint Regarding Unfulfilled Service Agreement

[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 dissatisfaction with the services provided by [Company Name] as per the service agreement dated [Date of Agreement]. Unfortunately, I have encountered several issues that remain unaddressed, which are as follows:

- [Describe the first issue with specifics]
- [Describe the second issue with specifics]
- [Describe any additional issues, if applicable]

Despite my attempts to resolve these issues through [mention any previous communication such as emails or phone calls], they have not been rectified, and I have received no meaningful response. This is in violation of our service agreement, which stipulates [briefly outline relevant terms that were not met].

I urge you to take immediate action to fulfill the terms of our agreement. I kindly request a written response by [specific date, typically 7-14 days from the date of the letter] detailing how you plan to address these concerns.

If I do not receive a satisfactory response, I may have no choice but to pursue further actions, including but not limited to, contacting relevant consumer protection agencies or seeking legal advice.

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

Sincerely,

[Your Name]