

Formal Complaint Regarding Service Agreement Failure

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

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

Dear [Recipient's Name],

I am writing to formally address my concerns regarding the failure to meet the terms of our service agreement dated [insert date]. Despite our numerous communications, [describe the specific service failure or issue].

This situation has caused [explain any negative impact or inconvenience]. I believe that we can reach a resolution, and I kindly request that you take immediate action to address this issue by [state your expected resolution or outcome].

I would appreciate a prompt response to my concerns, and I hope for a quick resolution to this matter. Please feel free to contact me at [your phone number] or [your email] to discuss this further.

Thank you for your attention to this matter.

Sincerely,
[Your Name]