

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my complaint regarding the failure to honor the service agreement that I entered into with [Company's Name] on [Date of Agreement]. The details of the agreement state that [Briefly describe the terms of the agreement].

Unfortunately, I have experienced several issues that are in breach of this agreement, including [List specific failures or issues]. Despite my efforts to resolve these problems through [Describe any communication or attempts to rectify the situation], there has been no satisfactory response or resolution.

I kindly request that you address this matter promptly and honor the terms of our agreement. I expect a written response within [Specify a time frame, e.g., 14 days] outlining how you intend to rectify this situation. Failure to do so may result in further action on my part.

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

Sincerely,

[Your Name]