

# Formal Complaint Regarding Breach of Contract Obligations

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally express my complaint concerning a breach of contractual obligations as outlined in our agreement dated [date of contract]. Despite repeated attempts to resolve this matter informally, I have not received the expected level of service and compliance from your side.

The specific issues I am referring to include:

- [Detail of Breach 1]
- [Detail of Breach 2]
- [Detail of Breach 3]

According to the terms of our agreement, it is crucial that these obligations are met in order to maintain a productive working relationship. I would appreciate a prompt response and resolution to this matter. If I do not hear from you within [specific time frame], I will have no choice but to consider further actions, including legal remedies.

Thank you for your immediate attention to this serious matter. I look forward to your reply.

Sincerely,  
[Your Name]