

Formal Complaint Regarding Pest Control Contract Violations

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address some concerns regarding our pest control contract, reference number [Insert Contract Number], dated [Insert Contract Date].

It has come to my attention that the following violations have occurred:

- Failure to perform scheduled treatments as outlined in the contract.
- Insufficient documentation of services provided.
- Failure to respond promptly to reported pest issues.

These violations have not only caused inconvenience but also raised significant concerns regarding the effectiveness of the pest control services we have contracted. I would appreciate your immediate attention to these matters, and I request the following actions:

1. A response to this complaint within [Insert a Reasonable Time Frame].
2. Correction of the service schedule as per our original agreement.
3. Documentation of past services performed.

I hope to resolve this issue amicably and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,
[Your Name]