

Subject: Formal Complaint Regarding Failure to Meet Payment Deadlines

[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 concern regarding the repeated failure to meet payment deadlines as outlined in our agreement dated [insert date of agreement]. Despite my previous reminders and discussions, the payments due on [insert specific dates] have not been received.

The delayed payments have caused significant inconvenience and disruption to my financial planning and operations. As per our agreement, timely payments are critical to the smooth continuation of our collaboration.

I kindly request your immediate attention to this matter and urge you to ensure that the outstanding payments are processed at your earliest convenience. Furthermore, I would appreciate a prompt response confirming when the payments will be made.

Thank you for your attention to this serious matter. I hope to hear from you soon.

Sincerely,
[Your Name]