

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

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

Dear [Recipient Name],

I am writing to formally express my concern and dissatisfaction regarding the unfulfilled terms of our service agreement dated [insert date]. The agreement stipulated that [briefly outline the terms that have not been met], yet as of today, these terms have not been honored.

Despite my previous communications on [insert dates of any prior communication], the issues remain unresolved. This lack of follow-through has caused [mention any inconvenience or issues caused by the unfulfilled terms], and I believe it is imperative that this matter be addressed promptly.

I kindly request that you take immediate action to rectify this situation by [state the action you wish the recipient to take]. I hope to resolve this matter amicably and expect a response by [provide a deadline for response].

Thank you for your attention to this important matter. I look forward to your prompt reply.

Sincerely,
[Your Name]