

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Real Estate Agent's Name]

[Real Estate Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Subject: Formal Complaint for Breach of Contract

Dear [Real Estate Agent's Name],

I am writing to formally raise a complaint regarding a breach of contract associated with my agreement with you as my real estate agent, which commenced on [Start Date of the Agreement].

According to our contract, the following obligations were to be fulfilled by you:

- [List specific obligations from the contract]

However, I regret to inform you that these obligations have not been met. Specifically, [describe instances of breach and provide details]. This has caused significant inconvenience and distress, as it has hindered my ability to [describe impact].

In light of this situation, I kindly request the following actions be taken:

- [List specific resolutions you are seeking]

I hope we can resolve this matter amicably. Please respond within [mention a time frame] to discuss this further. If I do not receive a satisfactory response, I may have no choice but to consider escalation through formal channels.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]