

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the unfulfilled service agreements between me and [Company Name], referenced under [Service Agreement Number/Terms]. Despite numerous attempts to resolve this matter informally, the services promised have not been delivered.

According to our agreement dated [Insert Date of Agreement], [briefly describe the services that were not fulfilled]. Despite my attempts to contact your customer service department on [list dates of contact] to resolve this issue, I have yet to receive a satisfactory response or remedy.

I kindly request your prompt attention to this matter and seek a resolution by [Insert Date, typically two weeks from the date of the letter]. If I do not receive a satisfactory response, I will have no choice but to escalate this issue through legal channels or other relevant authorities.

Thank you for your attention to this pressing issue. I look forward to your swift response.

Sincerely,

[Your Name]