

Service Not Rendered Complaint Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Business Name]
[Business Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Service Not Rendered

Dear [Business Name or Contact Person],

I am writing to formally bring to your attention an issue regarding the service that was agreed upon but has not been provided. On [date of agreement/service], I made arrangements with your company for [describe the service, e.g., "house cleaning for my residence" or "installation of new software at my office"]. According to our agreement (Order/Invoice/Reference No.: [insert number if applicable]), the service was scheduled to be delivered on [agreed date/time].

Unfortunately, as of today, the service has not been rendered. I have attempted to resolve this matter by [mention any prior communications or actions taken, e.g., "calling customer service on two occasions" or "sending an earlier email dated..."], but the issue remains unresolved.

I am dissatisfied with this situation, as it has not only caused inconvenience but also affected my [mention any impact, e.g., "work schedule," "daily routine," "business operations"].

I kindly request that you look into this matter and provide the service as soon as possible, or alternatively, offer a suitable compensation or refund. Please inform me of the steps you will take to address this issue and the expected timeline for resolution.

I trust that you will treat this matter with the urgency and attention it deserves. I look forward to your prompt response within [reasonable timeframe, e.g., "the next 7 days"].

Sincerely,
[Your Name]