

# Complaint Letter Template for Paid Service Not Delivered

This **complaint letter template for paid service not delivered** provides a structured and professional way to address issues when a purchased service has not been rendered as agreed. It allows customers to clearly communicate their dissatisfaction, outline the specifics of the service failure, request timely resolution or refund, and maintain a formal record of the complaint for accountability and further follow-up.

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**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name or "Customer Service Department"]**

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: **Complaint Regarding Non-Delivery of Paid Service – Request for Resolution**

Dear [Recipient Name/Customer Service Department],

I am writing to formally bring to your attention my dissatisfaction regarding the non-delivery of the service I purchased from your company. On [purchase date], I paid for [describe the service, including reference/order number if applicable], with the expectation that it would be delivered/performed by [agreed delivery date]. However, as of today, the service has not been provided.

I have attached copies of my payment confirmation and any related correspondence for your reference. Despite my previous attempts to resolve this matter through [mention any earlier communication or steps taken], the issue remains unresolved.

I kindly request that the service be delivered within [reasonable time frame, e.g., 7 business days] from the date of this letter, or that a full refund in the amount of [state amount] be processed to my original payment method.

Please treat this matter as urgent. If the issue is not resolved within the specified time frame, I will be compelled to seek resolution through alternative channels, which may include filing a formal complaint with consumer protection authorities.

I look forward to your prompt response and a satisfactory resolution to this matter.

Sincerely,

[Your Name]

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*Attach any supporting documents relevant to your complaint.*