

# Sample Letter of Grievance for Incomplete Service Delivery

This document provides a **sample letter of grievance for incomplete service delivery**, which is used to formally address and express dissatisfaction regarding services that were not fully or adequately provided. The letter outlines the specific issues encountered, requests corrective action, and seeks resolution to ensure customer satisfaction. It serves as a professional communication tool to highlight service shortcomings and initiate dialogue for remedial measures.

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Grievance Regarding Incomplete Service Delivery

Dear [Service Provider's Name],

I am writing to formally express my dissatisfaction with the recent service provided by your company on [date of service], with reference to order/service number [Order/Service Number]. Unfortunately, the service delivered was incomplete and did not meet the standards or expectations outlined in our agreement.

Specifically, the following aspects of the service were not fulfilled:

- [Describe incomplete aspect #1]
- [Describe incomplete aspect #2]
- [List any other areas not completed, if applicable]

As a result of these shortcomings, I have experienced [explain any inconvenience or impact caused by the incomplete service]. I respectfully request that you address this issue as soon as possible by [state the corrective action you expect, e.g., completing the service, providing a refund, offering compensation, etc.].

Please contact me at your earliest convenience to confirm how and when this issue will be resolved. I look forward to your prompt response and a satisfactory resolution to this matter.

Thank you for your attention.

Sincerely,

[Your Name]