

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Unfulfilled Contract - [Contract Reference/Number]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to formally express our concerns regarding your company's failure to fulfil the contractual obligations outlined in the agreement signed on [Date of Contract], referenced as [Contract Reference/Number]. As per the contract, it was agreed that [briefly outline the key terms, e.g., delivery of goods/services, specific deadlines, quality requirements, etc.].

Unfortunately, as of today, [describe the breach of contract, e.g., "we have not received the agreed goods," "the services provided have not met the specified standards," "delivery was delayed," etc.]. Despite previous communications and reminders sent on [mention dates of previous correspondence, if any], there has been no satisfactory resolution to this matter.

We expect your company to address this issue by [state desired corrective action, e.g., delivering the goods/services, issuing a refund, providing compensation, etc.] within [reasonable timeframe, e.g., "the next 14 days"]. If we do not receive a satisfactory response within this period, we will be compelled to explore further actions to protect our interests, including but not limited to seeking legal remedies as stipulated in our contract.

Please acknowledge receipt of this letter and confirm your proposed steps to resolve this issue at your earliest convenience. We hope to reach an amicable solution and maintain our business relationship.

Yours sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]