

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint â€“ Breach of Delivery Timeline Agreement

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to formally address a significant concern regarding the breach of the delivery timeline agreement for [goods/services] as stipulated in our contract dated [Contract Date], reference number [Contract/Order Number].

As per the agreement, delivery was scheduled for [Original Delivery Date]. However, we have not received the [goods/services] till date, causing considerable disruption to our business operations. The repeated delays, including those on [List Dates of Missed Deadlines/Extended Dates], have adversely impacted our production schedule, resulting in financial and reputational setbacks.

This breach not only undermines our confidence in your company's ability to meet contractual obligations but also jeopardizes the trust and operational workflows essential to our business relationship. Please note that according to Section [Relevant Section/Clause] of our agreement, timely delivery is imperative, and failure to comply entitles us to seek resolution or compensation.

We respectfully request an immediate written explanation for the delay, confirmation of a revised delivery timeline, and details concerning any measures being taken to prevent further breaches. Furthermore, we reserve the right to pursue compensation or any remedies available under the terms of our contract should these issues remain unresolved.

Kindly treat this matter with the urgency it warrants. Please provide a response by [Set Deadline, e.g., ten (10) business days from the date of this letter]. We hope to resolve this amicably and continue a mutually beneficial relationship.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Contact Information]
[Email Address]
[Phone Number]