

# Written Complaint for Service Not Rendered After Payment

[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: Complaint Regarding Service Not Rendered After Payment

Dear [Service Provider's Name],

I am writing to formally lodge a complaint regarding the failure to provide the agreed-upon service despite having received full payment for the same. I made the payment of [insert payment amount] on [insert payment date] for [brief description of the service], as outlined in our agreement/invoice number [insert invoice/agreement/reference number].

To date, your company has not delivered the promised service. I have made several attempts to resolve this matter amicably by contacting your office via [state methods: email/phone/visits], but unfortunately, I have not received a satisfactory response or the service in question.

This lack of action is both disappointing and unacceptable, falling short of basic business ethics and consumer rights. As a valued customer, I am entitled to receive timely and competent service for which I have paid, and your company is obligated to honor its commitments. Failure to do so not only erodes trust but may lead to further actions.

I hereby request that you either:

1. Provide the full service for which I have paid within [reasonable timeframe, e.g., 7 days] from the date of this letter, **OR**
2. Process a full refund of [insert payment amount] to my original payment method within the same timeframe.

Please be advised that if this matter is not resolved promptly, I will be compelled to escalate this issue to relevant consumer protection authorities and may seek legal remedies.

I expect your immediate attention to this issue and look forward to a swift resolution.

Sincerely,  
[Your Name]