

Your Name
Your Address
City, State ZIP Code
Email Address
Phone Number

Date: _____

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

Subject: Complaint Regarding Non-Compliance with Contract Terms

Dear [Recipient Name],

I am writing to formally bring to your attention a concern regarding non-compliance with the terms of our contract dated [contract date], entered into between [your company/your name] and [recipient's company name].

As per the contract, [specify relevant clause(s) and obligations], it was agreed that [describe the products/services/standards/timelines, etc.]. However, it has come to my attention that the following terms have not been met:

- [Describe the first instance of non-compliance]
- [Describe the second instance, if any]
- [Continue as necessary]

These issues have resulted in [briefly describe any impact/loss/delay caused]. I request that you address these concerns promptly by [state preferred resolution or corrective action], in accordance with our agreement.

Kindly treat this matter with urgency and respond within [number of days] days from the date of this letter. Should these issues remain unresolved, I may be compelled to pursue further action as stipulated in our contract or seek other legal remedies available.

Please acknowledge receipt of this letter and advise on the steps being taken to rectify the situation.

Sincerely,

[Your Name]

Enclosures (if any):
[List any attached documents or evidence]