Date,

Name of the recipient,

Name of the company,

Address of the company

**Subject: Complaint letter against incomplete work**

Dear Sir,

I am writing this complaint letter to draw your attention to this crucial matter of incomplete services that have been provided by your company. As per our deal with your recruitment company, you were supposed to hire 5 candidates in the administrative department for various roles on behalf of our companies. However, you have recruited only two people until now.

It has been more than 3 months since we struck a deal with each other, and we also paid you for your recruitment services in advance. However, you could not provide us with complete services. We have tried to reach you so many times on the phone, but no one entertained our phone call.

We are so disappointed with the work you have done till now. With this quality of service, it would not be possible for you to win over your new clients and retain your old clients.

It is my humble request to you to please resolve the issue either by filling up three remaining positions or by giving us a refund for the rest of the services. We are looking forward to hearing from you

Regards,

Name of the sender

Signature of the sender

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