

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

**SUBJECT: URGENT ACTION REQUIRED - BROKEN COMMITMENT REGARDING [TOPIC]**

Dear [Recipient Name],

I am writing this letter to formally express my extreme disappointment regarding the unfulfilled promise made on [Date] concerning [Description of Promise/Agreement].

As per our previous communication, it was agreed that [Describe the specific commitment made]. Despite your assurances that this would be completed by [Original Deadline], this obligation remains outstanding. This delay has caused significant [mention inconvenience, financial loss, or impact on operations].

I have attempted to resolve this matter through [mention previous contact attempts, e.g., emails/phone calls] on [Dates], but I have yet to receive a satisfactory resolution or a clear timeline for completion.

**This is a formal request for immediate action.** I expect the following steps to be taken within [Number] business days:

- [Required Action 1]
- [Required Action 2]

Please consider this letter a final notice. If I do not receive confirmation that these actions have been initiated by [Deadline Date], I will be forced to pursue further steps, which may include [mention potential consequences, e.g., legal counsel, escalation to management, or cancellation of contract].

I hope to resolve this matter amicably and look forward to your immediate response.

Sincerely,

[Your Signature]

[Your Printed Name]