

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Pest Control Company Name]

[Contact Person Name]

[Company Address]

[City, State, Zip Code]

RE: Formal Notice of Service Schedule Breach - Account #[Your Account Number]

Dear [Contact Person Name],

I am writing to formally express my dissatisfaction regarding the failure to adhere to the agreed-upon service schedule for the pest control contract dated [Date of Contract].

According to our agreement, services were scheduled to be performed on [Date/Time of Missed Appointment]. However, your technician failed to arrive at the scheduled time, and no prior notification or explanation was provided for this absence. This is the [First/Second/Third] time a scheduled service visit has been missed or significantly delayed.

Timely application of treatments is essential to the effectiveness of the pest management program. This breach of the service schedule has resulted in [mention any issues, e.g., increased pest activity, disruption of business operations, wasted time].

I request that you contact me within [Number] business days to reschedule the service and provide a written explanation of how you intend to ensure future schedule adherence. Please be advised that continued failure to meet the service obligations as outlined in our contract may result in the termination of the agreement and a request for a refund of prepaid fees.

I look forward to your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]