

FORMAL COMPLAINT LETTER

Sender's Name: _____

Sender's Address: _____

Sender's Email / Phone: _____

Recipient's Name: _____

Recipient's Position: _____

Recipient's Company: _____

Recipient's Address: _____

Subject:

Formal Complaint Regarding Breach of Contract and Request for Remedial Action

Dear Sir/Madam,

I write to formally raise a complaint concerning the contract entered between myself (hereinafter "the Complainant") and your organisation (hereinafter "the Respondent"). This letter outlines the nature of the grievance, breaches observed, and requests for remediation in accordance with applicable Australian law.

Details of the Complaint:

1. Description of the Contract: Provide a brief overview of the contract, including parties involved, obligations, and subject matter.
2. Breach(es) Identified: Specify all breaches of contract by the Respondent, detailing dates, actions, or omissions constituting such breaches.
3. Impact of Breach: Outline the consequences and damages suffered as a direct result of the breaches, including financial loss, inconvenience, and other relevant factors.
4. Prior Communications: Summarise any previous attempts to resolve the issue, including dates and content of correspondence or discussions.

Legal Basis:

This complaint is raised under the Australian Consumer Law and relevant contract law principles. The Respondent's failure to perform contractual obligations constitutes a repudiation and breach entitling the Complainant to seek remedies including specific performance, damages, or termination.

Remedial Actions Requested:

The Complainant hereby requests the following actions be taken by the Respondent within a reasonable timeframe:

- Rectification of the breach(es) specified above.
- Compensation for losses and damages incurred.
- Provision of assurance to prevent recurrence of such breaches.

Failure to address this complaint adequately will compel the Complainant to consider further legal remedies.

Confidentiality Notice:

This letter and any attachments are confidential and intended solely for the addressee. Unauthorized use, disclosure, or distribution is prohibited and may be unlawful.

Closing:

The Complainant expects a written response to this complaint at the earliest opportunity. Thank you for your prompt attention to this serious matter.

Yours faithfully,

Signature

Printed Name: _____

Date: _____

COMPLAINANT'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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