Date

Name  
Address

Dear Mr. Steven,

I am writing this letter to launch a complaint against Mr. John Wilson, Operations Manager of your company ABC Limited, for an intentional interference in the contractual terms, which has affected our trust and contractual relations with you.

When we signed the contract for the XYZ project, a clause was clearly mentioned and mutually agreed on between our company and your company, that ABC Limited cannot seek any information or document without the formal permission of Ms. Sarah Robson, Operations Manager of our company VVV Limited. However, Mr. Wilson superseded this clause and contacted our Finance Manager for certain documents. When our Finance Manager sought Ms. Robson’s signature to provide those documents, the interference on your part came to our notice. We are attaching a copy of our contract with this letter.

We cannot tolerate this behavior and any interference with the mutually agreed on and legally binding contract. We want you to take immediate action against Mr. Wilson and keep us in the loop as well. We will be forced to cancel our contract with you if any sort of interference in the contractual terms occurs again.

We are hoping for your cooperation and action.

Looking forward to the successful completion of XYZ project with ABC Limited. Thank you.

Regards,

Emma Jack.