

# Letter of Formal Complaint Regarding Construction Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding a dispute that has arisen concerning the construction project located at [Project Address].

Despite a previously established agreement dated [Agreement Date], I have noticed several issues, including [Briefly outline the issues, e.g., delays, substandard work, etc.]. These have not only affected the timeline but also the quality of work.

As stipulated in our contract, I believe it is important to address these matters promptly. I request that we schedule a meeting to discuss these concerns and outline a pathway to resolution.

Please respond to this letter within [specific time frame, e.g., 14 days] to confirm a meeting date that works for both parties.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]