

## **Subject: Concern Regarding Incomplete Repair Work**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the repair work carried out at my premises on [date of repair work]. While I appreciate the effort put into the repairs, I have noticed that certain aspects of the work remain incomplete.

Specifically, [describe the incomplete work and any issues faced]. This has caused [explain any inconvenience caused]. I kindly request that these issues be addressed at your earliest convenience.

Please let me know how we can proceed to resolve this matter effectively. I can be reached at [your phone number] or [your email address]. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]