

Subcontractor Complaint Submission

Date: **[Insert Date]**

To: **[Recipient Name]**

Title: **[Recipient Title]**

Company: **[Recipient Company]**

Address: **[Recipient Address]**

Subject: Complaint Regarding Subcontractor Performance

Dear **[Recipient Name]**,

I am writing to formally submit a complaint regarding the performance of **[Subcontractor Name]** in relation to our contract dated **[Contract Date]**. The issues that have arisen include:

- **[Describe Issue 1]**
- **[Describe Issue 2]**
- **[Describe Issue 3]**

These matters have caused significant disruption to our project timeline and have impacted our overall performance. We have attempted to resolve these issues through **[mention any previous actions taken]**, but regrettably, we have not seen any improvement.

We request your immediate attention to this matter and look forward to your prompt response. It is vital that we address these issues to maintain the quality and integrity of the project.

Thank you for your attention to this complaint. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]