

Service Dissatisfaction Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

I hope this letter finds you well. I am writing to formally address some concerns regarding the services provided by your team on [specific project or job description]. Unfortunately, we have encountered several issues that have led to a dissatisfaction with the level of service received.

Specifically, we have noticed the following problems:

- [Issue 1]
- [Issue 2]
- [Issue 3]

These issues have significantly impacted our project timeline and overall satisfaction. We believe that it is crucial for us to address these matters promptly to ensure a successful completion of our project.

We would appreciate your immediate attention to this matter and request that you provide a plan outlining how these issues will be resolved by [specific date]. We hope to continue our working relationship but require assured improvements in service.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]