

Letter of Complaint Regarding Material Delivery

Date: [Insert Date]

To,

[Subcontractor's Name]
[Subcontractor's Company]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

I am writing to formally address a concern regarding the delivery of materials related to our ongoing project, [Project Name]. As you are aware, we were expecting a shipment of [Specify Materials] on [Expected Delivery Date], but unfortunately, the delivery has not yet been received.

This delay has caused significant disruptions to our project timeline and may lead to additional costs. According to our previous agreements, timely delivery is crucial for maintaining our schedule, and we rely on your commitment to fulfilling these obligations.

We kindly request an immediate update on the status of the material delivery and an explanation for the delay. Additionally, we would appreciate knowing the revised delivery date to plan our next steps accordingly.

Thank you for your prompt attention to this matter. We look forward to your swift response to resolve this issue amicably.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]