

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landscaping Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Landscaping Company Manager's Name],

I am writing to formally complain about damage caused to my property due to the recent landscaping work completed by your team on [date of landscaping work]. The work that was performed led to [describe the specific damage, e.g., broken fence, damaged plants, etc.].

The damages have resulted in [explain the impact, e.g., additional repair costs, loss of privacy, etc.]. I have attached photographs of the damages for your reference.

I would appreciate your urgent attention to this matter and a prompt resolution. Please contact me at your earliest convenience to discuss how we can proceed with the necessary repairs and compensation for the damages incurred.

Thank you for addressing this issue promptly. I look forward to your response.

Sincerely,
[Your Name]