

Complaint Regarding Unfulfilled Landscaping Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I am writing to formally address the issue regarding our landscaping contract dated [Insert Contract Date] for [describe the scope of work]. According to the terms of our agreement, the work was expected to be completed by [insert due date]. However, as of today's date, the work remains unfulfilled.

This lack of completion has caused significant inconvenience, and I have made several attempts to reach out for updates on the progress, but have not received satisfactory responses.

To resolve this matter promptly, I request that you provide an update on the status of the project and a proposed completion date by [insert deadline for response]. If I do not hear from you by this date, I will have to explore further action to protect my interests.

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

Sincerely,

[Your Name]