

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

[Contractor's Name]
[Contractor's Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Contractor's Name],

I am writing to formally complain about the defective work that was performed by your company at my property located at [Property Address]. The work was completed on [Completion Date], and I have identified several issues that require your immediate attention.

The specific problems include:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

These defects not only compromise the quality of the work performed but also have caused inconvenience and additional expenses on my part. According to our contract and the warranties provided, I believe that your company is obligated to address these issues without charge.

I request that you respond to this complaint within [Specify Timeframe, e.g., 14 days] and provide a proposed plan to rectify these defects. Failure to address this matter may result in further actions to seek remedy.

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

Sincerely,
[Your Name]