

# Grievance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Grievance Regarding Substandard Contractor Services**

Dear [Contractor's Name],

I am writing to formally express my dissatisfaction with the services your company has provided regarding [specific project/service] that took place on [date].

Despite our initial agreement and expectations, the quality of work delivered has fallen significantly short. Specifically, I have observed the following issues:

- [Describe specific issue 1]
- [Describe specific issue 2]
- [Describe specific issue 3]

These substandard services have caused [explain any consequences or damages incurred]. I kindly request that you address these concerns swiftly by [mention what you would like the contractor to do].

I hope we can resolve this matter amicably and promptly. Please respond by [mention a deadline for response].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]