

Formal Complaint

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding issues encountered during the construction project at [Project Address/Location]. The project, initiated on [Start Date], has faced several challenges that have raised significant concerns.

Specifically, the issues include:

- Delay in project timelines
- Poor workmanship noticed in [specific areas]
- Lack of communication regarding project updates
- Safety hazards [mention specifics if applicable]

These problems have caused [mention any personal or financial impacts], and I believe immediate action is required to address them. I kindly request a meeting to discuss how we can resolve these issues promptly and effectively.

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

Sincerely,

[Your Name]