

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 express my complaint regarding the breach of contract that occurred as part of our agreement dated [insert date]. As per our contract, you were to [describe the terms of the contract that were not fulfilled]. Unfortunately, [explain the specific issues and how they constitute a breach].

Despite multiple attempts to resolve this matter through [mention any previous communications], the issues remain unaddressed. This situation has caused [describe any negative impact on you or your project].

I expect you to address this breach promptly and either rectify the situation by [mention what you want the contractor to do], or provide compensation for the damages incurred due to this breach. Please respond to this complaint within [mention a reasonable timeframe, e.g., 14 days].

If I do not receive a satisfactory response, I may have no choice but to pursue further actions, including [mention possible actions, such as legal action or reporting to relevant authorities].

Thank you for your immediate attention to this serious matter.

Sincerely,
Your Name