

Formal Complaint Letter

Date: [Insert Date]

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

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

Subject: Formal Complaint Regarding Non-Compliance with Contract Specifications

Dear [Contractor's Name],

I am writing to formally express my dissatisfaction regarding the services provided by [Contractor's Company Name] for [Brief Description of the Project] that commenced on [Start Date]. Despite our previous discussions and agreements, it has come to my attention that the work completed does not adhere to the specifications outlined in our contract dated [Contract Date].

Specifically, the following issues have been observed:

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

These discrepancies not only compromise the integrity of the project but also result in additional costs and delays, which were not anticipated. I request that you take immediate action to address these issues and ensure that the work is brought up to the agreed standards.

Please respond to this letter by [Response Deadline], so we may resolve this matter promptly. Failure to address these concerns may lead me to explore further actions, including legal remedies.

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

Sincerely,

[Your Name]