

Formal Complaint Against Contractor

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]

Dear [Contractor's Name],

I am writing to formally express my dissatisfaction with the communication regarding the ongoing project at [project address]. Despite several attempts to reach you via phone and email, I have not received timely responses, which has significantly delayed progress and caused considerable frustration.

Effective communication is key to a successful partnership, and I feel that my concerns have not been adequately addressed. To move forward, I request a detailed update on the status of the work and a commitment to improved communication moving ahead.

I appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]