

# Formal Complaint Against Contractor

[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 complain about the substandard work performed on [describe the project, e.g., the renovation of my kitchen] at [your address]. Despite our initial agreement on the quality of work and materials, the results are far below what was promised.

Specifically, I have encountered several issues, including:

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

As a result of these problems, I am requesting that you take immediate action to rectify the situation. Please respond to this letter by [specific date, e.g., within 14 days] to discuss a resolution.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]