

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 damage to my property that occurred as a result of your negligence during the [specific project name] at my residence located at [your property address].

On [date of incident], your crew was engaged in [describe the work being done], and due to [describe the action or inaction that led to the damage], significant damage was caused to [specify the damaged property]. This has resulted in [describe the extent of damage and any impact it has caused].

Please address this matter by [specific deadline]. I hope to settle this issue amicably, but I am prepared to take further action if necessary.

Thank you for your immediate attention to this serious matter.

Sincerely,
[Your Name]