

Complaint Letter about Late Work or Poor Piece of Work

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I had requested the services of your company for the wallpapering of my new house in [enter place]. Two of your agents came to initiate the work one week ago. It's been 7 days now and they haven't completed even half of the work. Also, I am not satisfied with the quality of the work they are doing. This is my new house and I have been putting a lot of effort to decorate it as beautifully as I can. The kind of work that your agents are doing, I fear they'll spoil the look of my house. Unfortunately, as a result of this dissatisfaction, I have to request you to replace these two workers with quick and professional ones who would give my house the look that I want. For that, I shall be very grateful to you since it's about my new house on which I have spent a lot of money and efforts. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-