Date

To

ABC Builders, (company name)

Dear Smith, (contractor’s name)

I am writing this letter to you with good intentions to address the issue of my property damage caused by you earlier this week.

You were assigned the contract of renovating my backyard and sunroom with the consent of your company (mention the company’s name). Your job was to make my sunroom a family place to sit down and relax while taking sunbath and the backyard was to be changed into children’s’ play area.

However, as I witnessed, the floor of my sunroom has been damaged and there is also some wreckage in my backyard. Moreover, you did not notify me of any of this.

As per our contract, I am entitled to reclaim my damage insurance and penalize you, but I will not opt for this. I request you to please fix the problems and continue with the project as you were before.

It would be great if you could finish the project as early as possible as I and my family are having a difficult time without our sunroom and backyard.

Sincerely,

Mark