To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Claim Letter to Interior Designer**

Dear [name of recipient],

It has recently come to our attention that your company, [mention company name] has failed to complete the job of interior designing for which you were hired as per our contract signed as on [mention date]. [mention how the recipient has failed to oblige their part of the contract].

I hope that you will respond as soon as possible to rectify this situation or else we will claim for a refund from you, as per the terms of agreement.

Looking forward to your positive respond.

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Company Name]