To,

[Name of Recipient]

[Address of Recipient]

[Organization Name]

Date:

**Subject: Complaint Letter to Contractor About Poor Workmanship or Poor Performance**

Dear Mr./Mrs. [name of the Recipient],

I am writing this letter to file a complaint about poor workmanship and poor performance from you and your workers.

Before hiring, I made contact with your references and most of them highly speak of you. So I hired you and entered into a contract with you on [mention Date], for [mention the details and brief description of work]. As per our contract, you were required to finish this work by [mention Date], which is already delayed by [mention number of Days].

The overall performance of you and your team was very unsatisfactory. Your employees are quite lazy at work and most of them don’t attend to their work on a daily basis. As per the current situation, I am concerned and question your ability to finish the job and fulfill your obligations of the contract.

So I request you to give me a call or reply in writing about how you plan to finish the work. If you fail to contact me within [mention Days], I will be forced to cancel the contract and hire a new contractor. Then I will meet you in court to claim my damages.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]