

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

From: _____

To: _____ (foreman, superintendent, etc.)

Re: _____ (project name)

_____: (name)

I'm afraid we've received some complaints about your project. Specifically, they are:

(detail complaints)

Please let me know if these complaints are accurate, and then let's decide what we are going to do about them. We cannot wait on this. It must be resolved quickly so it doesn't hurt the project.

Please be sure that you have detailed answers to me by _____ (date or time).

Thank you,

(sign name or initial here)