

Creating an effective letter to request a contractor to complete agreed-upon work is essential for ensuring that contractual obligations are met. This type of letter serves to formally address any delays or discrepancies in the work conducted by a contractor and to prompt the completion of the project as originally agreed. This guide provides a comprehensive overview of how to write such a letter, including its importance, key elements, and a step-by-step approach. Additionally, a customizable template is provided for practical use.

## Importance of Writing to Request Completion of Work

This type of letter is crucial in project management and client-contractor relationships. It helps to document any issues with the work being carried out and serves as a formal request to adhere to the originally agreed terms. Such a letter can help avoid misunderstandings and ensure that both parties are aware of the project's status and expectations.

## Key Elements of a Completion Request Letter

A well-crafted letter should include:

**Clear Identification:** Reference the project details and the original agreement or contract.

**Description of Incomplete Work:** Specify which parts of the project are incomplete or not up to the agreed standard.

**Impact of Delay:** Explain how the delay or incomplete work is affecting the project or your business.

**Request for Action:** Clearly state what actions you expect the contractor to take and by when.

**Professional Tone:** Maintain a respectful and professional tone throughout the letter.

## **Step-by-Step Guide to Writing the Letter**

**Start with a Professional Salutation:** Address the contractor or their company representative directly.

**Reference the Project and Agreement:** Begin by mentioning the specific project and referencing the contract or agreement.

**Detail the Incomplete Work:** Clearly describe which aspects of the work are incomplete or not meeting the agreed standards.

**Explain the Impact:** Discuss how this issue is affecting the project timeline, quality, and any other relevant areas.

**Request Specific Actions:** Outline what you expect the contractor to do to resolve these issues and provide a deadline for these actions.

**Conclude with a Call for Follow-Up:** Indicate your expectation for a response or an update on the status of the work.

## **Letter Template to Request a Contractor Complete Agreed-Upon Work**

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Contractor's Name or Company Name]

[Contractor's Address]

[City, State, Zip]

Dear [Contractor's Name or Company Representative's Name],

I am writing to address our ongoing project at [Project Location or Description], which began on [Project Start Date]. As per our agreement dated [Date of Agreement], the following work was expected to be completed: [List of Agreed-Upon Work].

As of [Current Date], we have observed that the following tasks remain incomplete or have not been executed as per the agreed standards: [List Incomplete or Unsatisfactory Tasks]. This delay/incompletion is impacting [mention the impact – could be personal inconvenience, additional costs, or other project delays].

We kindly request your immediate attention to this matter. As per our contract, the expected completion date was [Original Completion Date], and it is crucial that the remaining work is completed promptly and up to the agreed standards.

We appreciate your prompt action to resolve these outstanding issues. Please provide an updated timeline for the completion of the remaining tasks at your earliest convenience.

Thank you for your attention to this matter. We look forward to the satisfactory completion of the project as initially agreed upon.

Sincerely,

[Your Name]