

Sample Claim Letter for Work

Dear Sir/Madam,

This letter is to bring to your notice that your firm has not completed the work of Interior Design which it was hired to do on January 10, 2019. After meeting for 5 times, we had given proper specifications for what needs to be done. The same has also been mentioned in your order folio.

We are disappointed to state that you have not been able to hold your end of the contract we signed. Even after a month of deadline extension your company has failed to install a brick hearth or a carpet and the shelving system has been installed incorrectly.

Your company was recommended highly by our neighbors but we have found that you have not been doing your job properly. We hope that either i) You finish your job properly immediately or ii) payout for the damages caused.

Please respond ASAP.

Sincerely,