To

[The Recipient Name]  
[Address]

Date:

**Re. Complaint for Poor Maintenance Done by the Workers of Your Company**

Dear Mr. /Ms. [NAME],

I am [NAME] from [NAME THE CITY]. I have been living in a house at [PRECISE ADDRESS] which was built by the construction services of your company. Your company is one of the most renowned construction companies in [NAME THE CITY]. Your company is one of the most reliable construction services and that is why your company has the prestige of working on high-profile projects.

I am writing to complain about the poor maintenance done by your company. I signed a contract with your company according to which my house was to be constructed in three months. I have attached a copy of the contract for your convenience. Point c-iii of the contract states that the company shall provide free maintenance services for my house for three years including pipelines, paint, walls, and floor.

After three weeks of construction, my house paint faded from below and it gave a two-shade color to the outer walls. Moreover, the water pipeline that supplies water to the kitchen and ground floor bathroom has leakage from three different points. I asked for the maintenance services which responded very later.

Moreover, I got a very late appointment for the free maintenance services. I was asked to pay extra charges to get an early appointment which I, of course, took.

Afterward, the maintenance work was completed. After two days of maintenance, the water pipeline started leaking again. After checking I came to know that the workers from your company just applied regular glue to the pipe as a tool to stop leakage.

I am very much disappointed by your service and ask for immediate compensation. Respond to me as soon as possible. Otherwise, I will lodge a complaint to the local magistrate's office. Thank you.

[Your Name]

[Address]  
[Address Line -2]