To

[The Recipient Name]  
[Address]

Date:

**Re. Complaining the Poor Maintenance Done by Your Workers**

Dear [NAME],

Your services are one of the most reliable services around the town. It is the only reason for always calling your services whenever something comes up. On [DATE], I called your office to send workers to repair my wooden cupboard that has been beetled. The cupboard was purchased last year in March.

On calling I was told that the service charges shall be more than the previous one as the lack of workers and labors has caused a lot of inconvenience to the work. Moreover, I had to pay extra charges because I called them in the evening and the workers could not only come at night. This way my total bill was $170.

The workers kept on asking for the additional amount which I did not pay and threatened them to complain in their office. I am extremely disappointed while informing you that the maintenance work they did has no quality. They used different nails of different colors and made the cupboard a wooden colorful shaft.

Moreover, they did not put handles in the right direction. The handle of the right side was fixed on the left and vice versa. I request you to look into this matter and reprimand the responsible. Moreover, I am expecting compensation for the poor maintenance done in the shape of a return of half of the charges I paid for this maintenance.

I have attached the receipt of the bill I paid for the service. I am looking forward to your kind response. In case of no response, I shall complain to your head office in [NAME THE CITY]. Thank you.

[Your Name]

[Address]  
[Address Line -2]