[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

It seems like you are keeping really busy these days.

I have been calling you since last two days, but it rings out. I was planning to come and see you due to the seriousness of the matter. You know how our business runs. I have been giving you the construction contracts due to the quality of your work. And most importantly, you have been completing your work before the deadlines. This has built my confidence over you.

However, I am disappointed with your performance this time. You must be aware of the terms we work on. Any delays caused by you will affect my deliverability as well. If the matter was only about the delay, I could have tolerated that. It is not just the delay in work, but you did not inform me regarding this delay in advance. Please take this as my last warning and try to cope up with all the timelines as mentioned in the contract.

Best Regards,

Lee