To

[The Recipient Name]  
[Address]  
[Company Name]

Subject: Unsatisfactory machinery installation letter to engineer

Dear Johnson,

I am writing you this letter to express my feelings of dissatisfaction. Since I do farm on a large scale, therefore, upon my request to the company, you were given the task to install a huge potato grading machine at my farmhouse. I hereby regret to say that I am not satisfied with your installation service. From the very first day of its installation, it was producing a heavy noise. I observed in detailed yesterday and found the following errors:

* Processing was not being done accurately.
* The grading function was also not being carried out effectively by the machine.
* Screws of the lower metallic parts were shaking badly, and it was a clear indication of the fact that installation has not been done up to the mark.

My satisfaction is lying within the fixation of this mistake. Your act of negligence can cause me a great loss because I have to export the raw material on a daily basis to companies. Therefore, I am sending you a notice in the form of this letter that all installation errors stated above must be rectified within three days. In case no remedial action is taken in this regard, I will be forced to invoke legal action against you and your company on account of breaching the terms and conditions of our contract.

I hope you will understand my situation and comply with my directions. You can call me on [cell number] in case of further query.

Yours sincerely,