Date

Name of Engineer  
Address  
Phone

Dear Sir/Madam,

You installed a machine at my place on (date). The machine was involved in (state what the machine was for). I am dissatisfied to say that the installation was not done well due to (tell the reasons for your disappointment, they should be solid ones). I will be satisfied if you can fix this (tell what you wish to get fixes) by (date).

Please contact me directly on (phone number) so that we can figure out the best time to state this.

I hope that the issue can be handled peacefully without any outside involvement, but if you do not wish to work cooperatively in fixing the problem, I will think about carrying out more action and involving the court in this.

Yours sincerely,

(Your name)  
(Your signature)