Date:

To,  
Renovation Contractor,  
Address:

**Subject: Warning for careless renovation work**

Sir/Madam,

This letter aims to bring to your kind notice the renovation work you are doing for our company (state name of company). This work is not being completed according to what we had agreed upon and the standards of work that you claimed to provide us with.

Your company has been involved in (state what you are not happy with concerning the renovation). According to our contract, we did not agree to this. The work is not being done as I have told you to do and much time is being taken to complete it.

I hope that you will improve the renovations.

Yours sincerely,

Your Name