

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Subject: Demand for Compliance with Contract Terms

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally address an issue regarding our contract dated [insert contract date], concerning the construction services for [project description/location].

Despite previous discussions and reminders, it has come to my attention that [describe the specific issue, e.g., delays, incomplete work, non-compliance with agreed terms]. This matter is causing significant inconvenience and concerns regarding the timely completion of the project.

As per the terms outlined in our contract, specifically [cite relevant clause/section], I kindly request that you take immediate action to rectify the situation by [specify what action you want them to take and by what date].

Failure to resolve this matter by [insert deadline] may compel me to consider further action to protect my rights under the contract, including [mention potential actions like legal remedies, termination of contract, etc.].

I appreciate your prompt attention to this matter and look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]