

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

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

Subject: Demand for Completion of Home Renovation Project

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally address the ongoing delays and lack of communication regarding the home renovation project at my property located at [Property Address].

As per our contract dated [Contract Date], the expected completion date was set for [Original Completion Date]. However, as of today, [Current Date], the project remains incomplete, and I have not received any satisfactory updates on the progress.

The delays have caused significant inconvenience and additional expenses on my part. I kindly request that you provide a detailed update on the status of the project, including the reasons for the delay and a revised timeline for completion, by [Specific Date, typically within 7-14 days]. If I do not receive a response by this date, I will have no choice but to consider further action, including the possibility of seeking legal remedies to resolve this matter.

I trust that we can address this situation amicably and look forward to your prompt response.

Sincerely,
[Your Name]