

[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 Incomplete Construction Work

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally address the incomplete construction work at my property located at [Property Address], as per our agreement dated [Contract Date].

As of today, the following work remains outstanding:

1. [List specific incomplete tasks or areas of work]
2. [List any necessary repairs or corrections]
3. [Include any relevant details regarding timelines or previously agreed-upon completion dates]

Despite several discussions and assurances regarding the progress and completion of the project, the work has not proceeded as expected. This situation has caused significant inconvenience and concern about the safety and usability of the premises.

According to our contract, you are obligated to complete this work by [Original Completion Date]. I kindly request that you take immediate action to finish the remaining tasks by [New Completion Date], or provide a valid explanation for the delay.

Please consider this letter a formal demand for the completion of the work. Should you fail to respond or take necessary steps to rectify this situation, I may have to explore alternative options, including legal remedies, to protect my interests.

I look forward to your prompt response and resolution to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]