

Demand Letter

Your name

Your street number

Your city, state, zip

date

Name of Company

Owner

Street address

City, State, Zip

Subject: COMPLAINT LETTER: (State your Complaint here)

Dear (Name of Person/Company),

It has now been fourteen days since the date of this letter that you were at my house and called the pool installation job that I hired you to do as complete. There were a few details to be wrapped up but not till after it was filled up with water and to call you if needed. I have had several issues and it has deteriorated to a level that is no longer acceptable or tolerable.

This poor performance issue has resulted in creating many other problems on the project including. Despite having already expressed my concerns to you through texts and homeguide.com, where I found you, regarding these performance issues, there has not been any attempt on your part to improve anything or answer me back.

The current issues at hand concerning your poor performance include:

- Wrinkled liner that cannot be straightened out without draining the pool.

- Areas of the liner that you wadded up under the top rails and are bolted down.
- After hooking the pump and filter up, both leaked from where you installed the holes and skimmer in the wall.
- The leak caused sand to wash away from the built-up leveled west side of the pool.

The intent of this letter is to clearly inform you that unless there is an immediate and considerable improvement on your part in all the areas described above, [Insert your name/company name] will be forced to terminate your services and hire another contractor to take over these tasks.

Please be made fully aware that if this action is taken, it will be done at your expense. To be quite clear on this issue, not only will the cost of hiring another contractor be applied to your account, but we will also hold you liable for any other costs we incur as a direct result of the delays and problems that your lack of performance caused.

Sincerely,

[Insert your name]

[Insert title]

Phone number (optional)