Daniel R. Smith

391, Night Vale Road

San Diego, CA 96001

February 5, 2019

John C. Lancaster

Contract Designer

Space and Place Interior Designs

299, Rock Port Lane

San Diego, CA 96001

Dear John,

It has come to our attention that you have not completed the interior design job that your company was hired for on January 20, 2019. We have agreed on certain specifications and you have failed to get those through. You failed to install the shelving system correctly, and you didn’t even start installing the carpet and brick hearth.

We are deeply disappointed that you could not hold up on your end of the contract we signed. We expected your company to do a proper job given that you we were highly recommended by our neighbor, the Robinsons.

We hope that you can either a) return or finish what you’ve started with the specifications laid out in our contract or b) pay out the damages for non-completion included in section 5c of the contract we signed.

Please respond as soon as possible with the action you are going to take to remedy this issue.

Very truly yours,

[Your Signature]

Daniel R. Smith