**Claim and Adjustment Letter Sample**

[Your Name]   
[Your Job Title]   
[Your Address]   
[Your Contact Information]   
  
[Date]   
  
[Recipient's Name]   
[Recipient's Job Title]   
[Recipient's Company Name]   
[Recipient's Address]

Dear [Name],

[The Claim Part]

On [some date], your company visited our premises to perform a scheduled maintenance. I am sorry to inform you that we found your services to be unsatisfactory by so many standards.

First of all, your team did not show up on time as agreed nor did they inform us about the delay a head of time. Also it came to our attention that the material used in the process are not FDIZ approved, which is contrary to the agreement that we have. Additionally, while doing work on the ceiling, your team broke one of the main pipes that supplies the whole building.

Honestly speaking, we would have expected a more professional service from a company of your size and caliber. This was such a disappointing experience.

[The Adjustment Part]

We request from you to kindly look into this matter and do the proper investigations to determine the root cause of this incident. We also request from you for come up with proper solutions and arrange for compensation as a result of the incomplete and unsatisfactory service.

Looking forward to your reply.

Sincerely,