

Formal Demand for Completion Letter

Date:

To:

Subject: **Formal Demand for Completion**

Dear ,

This letter serves as a formal demand for the completion of the project/service described as:

.

According to our agreement dated , the completion date was set for . As of today, the project/service remains incomplete.

Kindly consider this a formal demand to complete all outstanding work within days of receipt of this letter. Failure to comply may result in further action as stipulated in our contract.

We look forward to your prompt attention to this matter.

Sincerely,