

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Contractor/Builder Name]
[Company Name]
[Company Address]

RE: NOTICE OF CONSTRUCTION DEFECTS AND DEMAND FOR REPAIR

Property Address: [Address of the Property]
Contract Date: [Date of Original Contract]

Dear [Name of Contact Person],

I am writing to formally notify you of specific construction defects discovered at the property located at [Property Address]. These issues involve work performed by your company under the contract dated [Date].

The following defects have been identified:

- [Defect Description 1 - e.g., Water leakage in the master bathroom]
- [Defect Description 2 - e.g., Cracking in the foundation slab]
- [Defect Description 3 - e.g., Improper installation of exterior siding]

These defects represent a failure to meet [the terms of our contract / building codes / industry standards]. Under the terms of our agreement and applicable warranties, you are responsible for correcting these deficiencies.

I request that you contact me within [Number, e.g., 10] business days of receipt of this letter to schedule an inspection and provide a written plan for the necessary repairs. I expect all repairs to be completed in a professional manner by [Requested Completion Date].

Please be advised that this letter serves as formal notice. I hope to resolve this matter amicably; however, I reserve all legal rights and remedies should you fail to address these defects promptly.

I look forward to your immediate response.

Sincerely,

[Your Signature]

[Your Printed Name]