

Date: [Date]

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

To:

[Contractor or Company Name]
[Contact Person Name, if known]
[Street Address]
[City, State, Zip Code]

From:

[Your Name]
[Property Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

RE: Notice of Construction Defects and Formal Demand for Repair

Dear [Contractor Name],

I am writing this letter regarding the construction work performed at my residence located at [Property Address] under the contract dated [Date of Contract].

Since the completion of the project (or during the course of construction), I have identified the following construction defects and/or failures to meet professional workmanship standards:

- **Defect 1:** [Detailed description of the problem, e.g., Water leaking through the master bedroom window frame.]
- **Defect 2:** [Detailed description of the problem, e.g., Cracking in the foundation wall exceeding 1/4 inch.]
- **Defect 3:** [Detailed description of the problem, e.g., Incorrect installation of roofing shingles.]

These issues represent a breach of our contract, a failure to meet industry standards, and/or a violation of [State/Local] building codes. These defects have caused, or are likely to cause, damage to my property.

DEMAND FOR REMEDY

I hereby demand that you contact me within [Number, e.g., 7 or 10] business days from the receipt of this letter to schedule an inspection of the defects mentioned above. Following the inspection, I expect a written proposal and timeline for the necessary repairs, which shall be performed at no additional cost to me.

Please be advised that if these defects are not addressed and repaired within [Number, e.g., 30] days, I will be forced to pursue further legal remedies. This may include hiring an independent contractor to perform the repairs and seeking full reimbursement from you, or filing a claim with your insurance provider and the [State Name] Licensing Board.

I hope to resolve this matter amicably and promptly. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any photos or inspection reports attached]