

Date: [Date]

VIA CERTIFIED MAIL

[Contractor/Company Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF CONSTRUCTION DEFECTS AND DEMAND FOR REPAIR

Property Address: [Commercial Property Address]

Contract Date: [Date of Original Contract]

Dear [Name of Contact Person],

This letter serves as formal notice regarding construction defects discovered at the commercial property located at [Property Address]. These defects relate to the work performed by [Contractor Company Name] under the agreement dated [Date].

Upon recent inspection, the following defects and/or deviations from the contract specifications were identified:

- [Description of Defect 1: e.g., Water intrusion in the northwest corner of the warehouse]
- [Description of Defect 2: e.g., Cracking in the structural foundation of Bay 3]
- [Description of Defect 3: e.g., HVAC system failing to meet specified cooling loads]

These defects pose a risk to the operational integrity of the property and may result in further consequential damages if not addressed immediately. Pursuant to the terms of our contract and applicable state laws, we hereby demand that you inspect the aforementioned defects and provide a written plan for remediation within [Number, e.g., 10] business days of receipt of this letter.

All repair work must be performed by qualified professionals, comply with all local building codes, and be completed no later than [Deadline Date].

Please contact [Name] at [Phone Number] or [Email] to schedule an inspection of the site. This letter is sent without prejudice to any other rights or remedies we may have under the contract or at law, including the right to seek damages for loss of use or business interruption.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

CC: [Name of Attorney/Insurance Representative]