

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

[Date]

[Subcontractor Company Name]
[Subcontractor Address]
[City, State, Zip Code]

RE: NOTICE OF CONSTRUCTION DEFECT AND DEMAND FOR REPAIR

Project Name: [Project Name]
Project Location: [Project Address]
Contract Date: [Date of Subcontract]

Dear [Name of Contact Person],

This letter serves as formal notice regarding construction defects identified in the work performed by [Subcontractor Company Name] at the above-referenced project. It has been determined that certain aspects of your work were performed negligently and fail to meet the standards set forth in our subcontract agreement and industry building codes.

Description of Defects:

- [Description of defect #1 and location]
- [Description of defect #2 and location]
- [Description of defect #3 and location]

The aforementioned issues have resulted in [mention any resulting damage, e.g., water intrusion, structural instability, or safety hazards]. Under the terms of our agreement, specifically Section [Insert Section Number regarding Warranty/Indemnification], you are responsible for the quality of your workmanship and the remediation of any defects arising from your performance.

Demand for Action:

We hereby demand that you inspect the site and provide a written plan for the remediation of these defects by [Date]. Actual repair work must commence no later than [Date] and be completed by [Date]. All repairs must be performed at your sole expense and must meet all project specifications and local building codes.

Failure to respond to this demand or to initiate the necessary repairs within the timeframe stated above will leave us with no choice but to pursue alternative remedies. This may include hiring a third-party contractor to complete the repairs and seeking full reimbursement from

[Subcontractor Company Name], as well as filing a claim against your performance bond and insurance policy.

Please contact [Name] at [Phone Number] immediately to schedule an inspection.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]