

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

[Date]

[Name of Builder/Contractor]
[Company Name]
[Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR REPAIR - Water Intrusion at [Property Address]

Dear [Name of Contact Person or Builder],

I am writing to formally notify you of construction defects resulting in water intrusion at my property located at [Property Address]. This letter serves as a formal demand for you to inspect and repair these defects in accordance with your contractual obligations and applicable building warranties.

Description of Defects:

Since [Date/Approximate Time], I have observed water entering the structure in the following areas:

- [Area 1: e.g., Master Bedroom window frame]
- [Area 2: e.g., Basement north wall]
- [Area 3: e.g., Living room ceiling]

Evidence of Damage:

The water intrusion has caused the following visible damage: [List damage, e.g., mold growth, saturated drywall, warped flooring, or stained paint].

Demand for Action:

I request that you contact me within [Number, e.g., 5] business days of receipt of this letter to schedule a professional inspection to determine the root cause of the leaks (such as improper flashing, window installation, or roofing defects). Following the inspection, I expect a written repair schedule to be provided.

Failure to respond or to remedy these defects in a timely and professional manner will leave me no choice but to pursue further legal action, which may include filing a claim with the [State] Board of Contractors or initiating a construction defect lawsuit.

I look forward to your immediate response to resolve this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]