

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

[Date]

[Contractor/Company Name]  
[Contact Person Name]  
[Company Address]  
[City, State, Zip Code]

**Re: NOTICE OF ROOFING CONSTRUCTION DEFECTS AND DEMAND FOR REPAIR**

Property Address: [Address where work was performed]  
Contract Date: [Date signed]  
Project Completion Date: [Date work finished]

Dear [Contractor Name],

I am writing to formally notify you of specific construction defects discovered regarding the roofing system installed by your company at the property referenced above. This letter serves as a formal demand for you to repair these defects under the terms of our contract and any applicable warranties.

The defects identified include, but are not limited to, the following:

- [Detailed description of defect #1, e.g., active water leaks in the master bedroom]
- [Detailed description of defect #2, e.g., improperly installed flashing around chimney]
- [Detailed description of defect #3, e.g., missing or damaged shingles]
- [Detailed description of defect #4, e.g., inadequate attic ventilation as per building code]

These defects have resulted in [mention any secondary damage, such as water stains, mold, or interior damage].

Under our agreement and [State] law, you are responsible for ensuring that the roofing system is installed in a workmanlike manner and is free from defects. I request that you contact me within [Number, e.g., 5 or 7] business days of receipt of this letter to schedule an inspection of the property and to provide a written plan for the necessary repairs.

All repairs must be completed at no cost to me and must be finished by [Target Completion Date].

Please be advised that this letter is sent to preserve my legal rights. If the defects are not addressed within the timeframe specified, I will be forced to pursue further legal action, which may include filing a claim with your insurance carrier, a complaint with the State Licensing Board, or initiating a lawsuit for breach of contract and damages.

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

Sincerely,

[Your Signature]

[Your Printed Name]