

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

[Date]

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

RE: FORMAL DEMAND FOR CORRECTION OF DEFICIENT WORK

Dear [Contractor Name],

This letter serves as a formal demand regarding the contract dated [Date of Contract] for [Brief Description of Project, e.g., Kitchen Remodel] at [Property Address].

To date, the following work remains incomplete or has been performed in a deficient and unworkmanlike manner:

- [Describe deficiency 1]
- [Describe deficiency 2]
- [Describe deficiency 3]

I have previously notified you of these issues on [Date(s) of previous communication], yet you have refused to correct these defects or complete the project as agreed. This failure to perform constitutes a breach of our contract.

I hereby demand that you contact me within [Number, e.g., 5] business days of receipt of this letter to schedule the necessary repairs. All corrective work must be completed no later than [Deadline Date].

If you fail to remedy these deficiencies within the timeframe specified, I will be forced to hire an alternative contractor to complete the work. I will then pursue legal action against you to recover the costs of the repairs, as well as any other damages and legal fees permitted by law.

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

Sincerely,

[Your Signature]

[Your Printed Name]