

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

[Date]

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

Re: Post-Inspection Repair Request - [Project Address/Contract Number]

Dear [Contractor Name/Project Manager],

I am writing to follow up on the recent roof replacement completed on [Date] and the subsequent post-installation inspection conducted on [Date of Inspection].

While I appreciate the work your team has done, the inspection identified several outstanding issues that require immediate attention to ensure the roof meets the standards outlined in our contract and local building codes. Please address the following items:

- [Issue 1: e.g., Improperly installed flashing around the chimney]
- [Issue 2: e.g., Loose or missing shingles on the north side]
- [Issue 3: e.g., Debris left in gutters or on the property]
- [Issue 4: e.g., Exposed nail heads requiring sealant]

I request that you schedule a time to complete these repairs by [Requested Completion Date]. Please confirm receipt of this letter and provide a date and time when your crew will be available to rectify these concerns.

Once these items have been addressed and a final walkthrough is completed, I will be happy to release the final payment. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]