

[Date]

[Homeowner Name]
[Property Address]
[City, State, Zip Code]

Subject: Three-Month Post-Closing Warranty Review

Dear [Homeowner Name],

Congratulations on reaching the three-month mark in your new home! We hope you are settling in comfortably and enjoying your new space.

As part of our commitment to quality, we are reaching out to remind you of your upcoming three-month warranty review. This is an opportunity for you to identify any minor "settling" issues or non-emergency items that may have arisen since you moved in.

Please take a moment to inspect your home and note any items related to:

- Drywall or paint adjustments
- Door and window operation
- Cabinetry or countertop alignments
- Minor plumbing or electrical concerns

To ensure all requests are tracked and scheduled efficiently, please submit your list via [Online Portal Link / Email Address] by [Insert Date]. Once received, our warranty coordinator will contact you to schedule a convenient time for a walk-through or repairs.

If you have any urgent or emergency concerns, please do not wait for this review and contact our emergency service line immediately at [Phone Number].

Thank you for choosing [Company Name]. We look forward to ensuring your home continues to meet our standards.

Sincerely,

[Your Name/Company Name]
[Warranty Department]
[Phone Number]
[Email Address]