

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**Subject: Urgent: Your First Year Home Warranty is Expiring Soon**

Dear [Homeowner Name],

We hope you are enjoying your new home. Our records indicate that your one-year builder's warranty is scheduled to expire on **[Expiration Date]**.

As you approach this milestone, we recommend conducting a final walkthrough of your property to identify any warranted items that may require attention. This is your final opportunity to submit service requests for defects in materials or workmanship covered under the first-year terms of your agreement.

To ensure your requests are processed before the deadline, please follow these steps:

- Review your warranty manual for covered items.
- Inspect your plumbing, electrical systems, and interior finishes.
- Submit your formal list of items via [Online Portal/Email/Mail] no later than [Submission Deadline Date].

Please note that any issues reported after the expiration date will not be covered under the initial one-year warranty period.

If you have already submitted your year-end list or have no items to report, please disregard this notice. Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]

[Email Address]