

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Contractor Name]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LETTER OF INTENT FOR PRE-LITIGATION SETTLEMENT

Project: [Project Name/Address]

Claim No: [Reference Number, if applicable]

Dear [Recipient Name],

This letter serves as a formal notice regarding construction defects identified at the property located at [Property Address]. It is our intent to resolve this matter through an amicable settlement prior to the initiation of formal litigation.

1. Description of Defects:

The following defects have been identified in the work performed by [Company Name]:

- [Description of defect 1, e.g., Water intrusion in basement]
- [Description of defect 2, e.g., Structural cracking in foundation]
- [Description of defect 3, e.g., Improper installation of roofing materials]

2. Evidence and Documentation:

We have compiled [Expert Reports/Photographs/Inspection Findings] which substantiate these claims. These documents demonstrate that the work fails to meet [Contract Specifications/Building Codes/Industry Standards].

3. Proposed Settlement Terms:

In the interest of avoiding the expense and time of a lawsuit, [Your Name/Client Name] proposes the following:

- [Option A: Payment of a lump sum of \$_____ for repairs]
- [Option B: Remediation of all identified defects by a mutually agreed-upon third party at your expense]
- [Option C: A specific timeline for your company to perform repairs under independent supervision]

4. Deadline for Response:

We request a written response to this proposal by [Date, e.g., 14 days from today]. If we do not receive a response or cannot reach a preliminary agreement by this date, we will have no choice but to proceed with formal legal action, including the filing of a summons and complaint.

This letter is a settlement communication and is sent for settlement purposes only. It is protected by [State Rule of Evidence, e.g., Rule 408] and shall not be admissible as evidence in any subsequent legal proceeding.

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]