

SENT VIA: [CERTIFIED MAIL / RETURN RECEIPT REQUESTED]

DATE: [Date]

TO:

[Name of Contractor/Developer/Responsible Party]

[Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF CONSTRUCTION DEFECT AND DEMAND FOR SITE PRESERVATION

Project Name: [Project Name/Number]

Property Address: [Address of the Defective Work]

To [Contact Person Name],

This letter serves as formal notice of construction defects identified at the above-referenced property. This notice is provided in accordance with [State Statute Number, if applicable] and the terms of the contract dated [Contract Date].

Description of Defects:

The following defects have been identified, including but not limited to:

[Provide a detailed list of defects, e.g., water intrusion in the basement, structural cracks in the foundation, improper roofing installation, etc.]

Demand for Evidence Preservation:

You are hereby instructed to preserve all evidence related to the design, construction, and repair of the subject property. This includes, but is not limited to:

- Daily logs, field notes, and project schedules.
- Photographs and video recordings of the work in progress.
- Correspondence, emails, and change orders.
- Materials testing reports and inspection records.
- Subcontractor agreements and invoices.

Site Condition Preservation:

Until a formal inspection by all interested parties has occurred, you are directed to cease any activity that may alter, repair, or conceal the defective conditions described above. Do not perform any remedial work without prior written authorization from the undersigned.

Inspection Request:

We request that you contact us within [Number] days of receipt of this letter to schedule a joint inspection of the defects. You are encouraged to have your insurance representatives and technical experts present.

Failure to comply with this notice may result in the loss of evidence and could negatively impact your ability to defend against future claims. We reserve all rights and remedies available under the law and our contract.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]

CC: [Insurance Carrier, Legal Counsel, or Other Involved Parties]