

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Contractor/Developer Name]

[Contact Person Name]

[Company Address]

[City, State, Zip Code]

RE: Notice of Construction Defects and Request for Good Faith Resolution

Project Address: [Address of Property]

Contract Date: [Date of Contract]

Dear [Name of Contact Person],

I am writing this letter to formally notify you of specific construction defects discovered at the property located at [Address]. This letter is sent in a good faith effort to resolve these issues amicably and without the need for formal legal intervention or litigation.

Since the completion of the project, the following issues have been identified:

- [Defect Description 1 - e.g., Water intrusion in the master bedroom window]
- [Defect Description 2 - e.g., Cracking in the foundation slab]
- [Defect Description 3 - e.g., Improper installation of roofing shingles]

I believe these issues constitute a breach of our contract and/or a failure to meet industry standards and local building codes. I have attached [Photos/Inspection Reports/Supporting Documentation] detailing these defects for your review.

In the spirit of cooperation, I request that you contact me within [Number, e.g., 10] business days to schedule a site inspection. Following the inspection, I request a written proposal outlining your plan to remediate these defects, including a timeline for the commencement and completion of the repairs.

It is my preference to resolve this matter directly with you. However, please be advised that if we cannot reach a mutually agreeable resolution within [Number, e.g., 30] days, I will be forced to explore all available legal remedies to protect my property and interests.

I look forward to your prompt response to schedule an inspection.

Sincerely,

[Your Signature]

[Your Printed Name]