

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Contractor/Developer Name]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: NOTICE OF CLAIM FOR CONSTRUCTION DEFECTS**

Project Address: [Address of Property]  
Contract Date: [Date of Original Contract]

Dear [Contact Person Name],

This letter serves as formal notice of construction defects identified at the property located at [Property Address], pursuant to [State Statute/Law if applicable] and our construction agreement.

The following defects have been identified in the construction or renovation of the property:

- [Defect 1: Provide a brief description of the issue, e.g., Water leakage in master bedroom ceiling]
- [Defect 2: Provide a brief description of the issue, e.g., Foundation cracking in northwest corner]
- [Defect 3: Provide a brief description of the issue, e.g., Improper installation of exterior siding]

These defects have resulted in [mention any damages, e.g., interior water damage, structural instability].

Under the terms of our contract and applicable law, you are hereby requested to contact the undersigned within [Number] days of receipt of this letter to schedule an inspection of the documented defects. Following the inspection, we expect a written proposal detailing your plan to remediate these issues at no further cost to the owner.

Please be advised that this letter is sent to preserve all legal rights and remedies available under the contract and governing law. Failure to respond or address these defects in a timely manner may result in further legal action.

I look forward to your prompt response to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]