

Defect Liability Appeal Letter

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Appeal for Defect Liability regarding Incomplete Work

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal regarding the ongoing issues with the project [Project Name/Number] that was contracted on [Contract Date]. Despite several communications, there remain several key areas of the work that are incomplete, which are in violation of the terms outlined in our agreement.

The specific areas of concern include:

- [Describe Incomplete Work or Defects #1]
- [Describe Incomplete Work or Defects #2]
- [Describe Incomplete Work or Defects #3]

According to the defect liability provisions in our contract, it is your responsibility to ensure that all work is completed satisfactorily. We kindly request your immediate attention to address these issues so we can proceed without further delay.

We appreciate your prompt attention to this matter and look forward to your response by [Response Deadline Date]. Should you require further details or a meeting to discuss this appeal, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Your Phone Number]

[Your Email]