

Defect Liability Assertion

Date: [Insert Date]

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

To:
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Assertion of Defect Liability for [Project Name/Building Address]

Dear [Recipient Name],

I am writing to formally assert a defect liability claim concerning the [specific issues, e.g., structural defects, plumbing leaks] observed in the [Project Name or Building Address], which was completed on [Completion Date].

As per the terms outlined in our contract [Contract Number/Reference], the defect liability period is applicable until [End Date]. Given the nature of the defects and the potential impact on the building's integrity and usability, we request that appropriate actions be taken to address these issues promptly.

Please find attached documentation including photographs, inspection reports, and relevant correspondence supporting our claim.

We appreciate your prompt attention to this matter and look forward to your response within [specified timeframe, e.g., 14 days].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]