

Defect Liability Demand for Repair Costs

Date: [Insert Date]

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the repair of defects related to [specify the project or service], which was completed on [completion date]. As per the terms of our contract, a defect liability period of [insert duration] is applicable.

We have identified the following defects that require your immediate attention:

- [Defect 1]
- [Defect 2]
- [Defect 3]

As per our agreement, I expect these issues to be addressed at your earliest convenience. I have attached relevant photographs and documentation that outline the problems for your reference.

Please let me know how you intend to proceed with the repairs by [insert response deadline]. If I do not receive a response by this date, I may have to consider further actions as necessary in order to rectify these defects.

Thank you for your immediate attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Company Name, if applicable]