

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Defect Liability Grievance for Home Improvement

Dear [Contractor's Name],

I am writing to formally bring to your attention a grievance regarding defects observed in the home improvement work completed at my property located at [Property Address] on [Date of Completion].

Despite the satisfactory execution of several aspects of the project, I have identified the following defects that need immediate attention:

- [Description of Defect 1]
- [Description of Defect 2]
- [Description of Defect 3]

According to the terms of our contract, I believe these issues are covered under the defect liability period. I kindly request that you address these defects at your earliest convenience to ensure compliance with the agreed terms.

To facilitate the resolution, I have included photographs and relevant documents as evidence of the defects. Please confirm the receipt of this letter and indicate your course of action by [Response Deadline Date].

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

Sincerely,

[Your Name]