

Defect Liability Claim

Date: [Insert Date]

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

Subject: Defect Liability Claim for [Project Name/Building Name]

Dear [Recipient's Name],

I am writing to formally submit a defect liability claim regarding the [Project Name/Building Name] located at [Building Address]. As per our agreement dated [Agreement Date], the defect liability period commenced on [Commencement Date] and is set to expire on [Expiration Date].

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

- [Describe defect 1]
- [Describe defect 2]
- [Describe defect 3]

These issues have been documented and are attached to this letter for your reference. We request that you address these defects within the stipulated time frame as outlined in our contract.

Thank you for your prompt attention to this matter. We look forward to your swift response and a resolution to the issues outlined above.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]