

# Defect Liability Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a defect liability claim regarding my residential property located at [Property Address], which was completed on [Completion Date].

Upon inspection, I have identified the following defects:

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

According to our agreement, I understand that the contractor is responsible for rectifying any defects within the defect liability period. I kindly request that the necessary repairs be scheduled at your earliest convenience.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

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

Yours sincerely,

[Your Name]