

Defect Liability Claim for Uncompleted Work

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],

Subject: Defect Liability Claim for Uncompleted Work

I am writing to formally address the uncompleted work covered under the defect liability period for the project at [Project Location/Name]. Despite the agreement outlined in our contract dated [Contract Date], the following issues remain unresolved:

- [Describe the specific work that is incomplete]
- [Provide details about any issues or defects]
- [Include any relevant photographs or documents, if available]

As per our agreement, I kindly request that you take immediate action to complete the unfinished work and rectify the existing defects. I would appreciate your confirmation of the proposed timeline for resolution by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Position, if applicable]