

# Construction Warranty Claim Letter

[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: Warranty Claim for Roofing Issues**

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally submit a warranty claim regarding the roofing work completed on my property located at [Property Address]. The roofing installation was carried out on [Installation Date], and I would like to bring to your attention the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These problems have led to [explain the consequences, e.g., leaks, damage to property, etc.]. As per the warranty terms outlined in our contract dated [Contract Date], I kindly request prompt attention to this matter.

Attached are photographs and documents supporting my claim. I would appreciate it if you could schedule a visit to assess the situation by [Proposed Date]. Please contact me at your earliest convenience to discuss the next steps.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]