

Letter of Claim for Defects

[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: Claim for Defects in Project

Dear [Contractor's Name],

I am writing to formally notify you of defects in the [specific project name or description] carried out by your company at [project address or location]. We have observed the following issues that require immediate attention:

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

These defects compromise the quality and safety of the work performed and are not in accordance with the agreed-upon specifications outlined in our contract dated [contract date]. As a result, we request that you address these issues promptly and provide a plan for remediation.

Please respond to this letter by [response deadline], as we believe it is in both of our interests to resolve this matter swiftly. If we do not receive a satisfactory response, we may have to consider further actions to protect our interests.

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

Sincerely,

[Your Name]

[Your Position, if applicable]