

Follow-up Letter for Resolution of Construction Defects

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the construction defects that were previously reported on [insert date of initial report]. These issues have not yet been resolved, and I wanted to check on the progress made on this matter.

To recap, the defects include:

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

It has been [insert duration since the initial report] since I first brought these issues to your attention, and I would appreciate any updates you can provide regarding the resolution timeline and next steps.

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

Sincerely,

[Your Name]