

Claim Letter for Contractor Defects

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally notify you of defective work performed at my property located at [Property Address] as per the contract dated [Contract Date].

Upon inspection, I have identified the following defects:

- [Describe Defect 1]
- [Describe Defect 2]
- [Describe Defect 3]

These issues are not in line with the quality outlined in our contract and have resulted in [mention any inconveniences or financial implications]. I kindly request a prompt response to remedy these defects within [mention a reasonable timeframe, e.g., 14 days].

Thank you for addressing this matter swiftly. I look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]