

Formal Complaint Regarding Material Defect

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, ZIP Code]

Subject: Formal Complaint Regarding Material Defect

Dear [Contractor's Name],

I am writing to formally bring to your attention a significant defect related to the materials used in the [describe the project, e.g., "home renovation project completed on DATE"]. It has come to my notice that [describe the specific defect, e.g., "the roofing materials are leaking and not providing adequate protection."]

As per our agreement dated [insert date of the contract], it was expected that all materials used would be of high quality and meet the industry standards. Unfortunately, this has not been the case. [Provide any specific details or evidence of the defect, such as photographs or professional assessments.]

I kindly request that you address this issue promptly by [state your desired outcome, e.g., "replacing the defective materials and performing necessary repairs at no additional cost"]. I believe that this course of action is reasonable given the circumstances.

Please let me know your plan of action regarding this matter within the next [insert a reasonable time frame, e.g., "15 business days"] to avoid further escalation.

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

Sincerely,

[Your Name]