

Construction Defect Claim Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Construction Defect Claim - [Project Name/Address]

I am writing to formally submit a claim regarding construction defects that have been discovered in my property located at [Property Address], as a result of work performed on or about [Date of Completion].

The specific defects include:

- [Defect 1 Description]
- [Defect 2 Description]
- [Defect 3 Description]

Attached are copies of relevant documentation, including photographs, inspection reports, and any previous correspondence related to these issues.

I kindly request that you acknowledge receipt of this claim and provide me with a response within [Insert Timeframe]. If you have any questions or need further information, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]