

# Construction Defect Complaint Resolution Letter

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company Name]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally address a construction defect that has been identified in my property located at [Property Address]. The defect, which consists of [brief description of the defect], was noticed on [date noticed].

As per our agreement, I kindly request that you take immediate action to resolve this issue. I believe this defect falls under your warranty/obligation to provide a defect-free construction. I would appreciate a timeline for the resolution and the steps that will be taken to address this issue.

Please find attached any relevant documentation, including photographs and reports, to support my claim.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]