

Construction Defect Mediation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request mediation regarding the construction defects identified in my property located at [Property Address]. The issues include [briefly describe defects, e.g., water leakage, foundation cracks, etc.].

Despite my previous attempts to resolve these matters directly, I have not received a satisfactory response. Therefore, I believe that mediation would be the best course of action to amicably resolve this issue.

Please let me know your availability for a mediation session, and I would be happy to discuss and coordinate a suitable time for both parties.

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

Sincerely,

[Your Name]