

Construction Defect Claim Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of a construction defect discovered in the commercial building located at [Building Address], which was completed on [Completion Date]. Despite adhering to all agreed specifications and guidelines, we have identified significant issues that require immediate attention.

The following defects have been observed:

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

These defects are causing [explain the impact such as safety issues, financial loss, or delays]. We request that you take appropriate action to remedy these issues by [suggest a deadline].

Please respond to this letter by [date], acknowledging receipt and outlining your proposed course of action to address these defects. We hope to resolve this matter amicably and look forward to your swift response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]