

Warranty Claim Submission

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 submit a warranty claim regarding the construction project located at [Project Address]. The issues that prompted this claim are as follows:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

According to our contract dated [Contract Date], these issues fall under the warranty coverage provided for the project. Attached are the relevant documents including photographs, previous correspondence, and any other supporting materials.

I request your prompt attention to this matter and look forward to your response within [Specify Time Frame]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your attention to this claim.

Sincerely,

[Your Name]