

Construction Project Warranty Service Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Contractor's Name]

[Contractor's Company]

[Company Address]

[City, State, Zip Code]

Subject: Warranty Service Request for [Project Name/Description]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request warranty service for the construction project completed on [Project Completion Date] at [Project Location].

Following the completion of the project, we have encountered the following issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

According to the warranty agreement, these issues are covered, and I request that they be addressed at your earliest convenience. Please let me know how we can proceed with this service request.

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

Sincerely,

[Your Name]