

Defect Reimbursement Claim

Date: [Insert Date]

To,

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

Subject: Reimbursement Claim for Defects in Construction Project

Dear [Recipient's Name],

I am writing to formally submit a claim for reimbursement regarding defects identified in the construction project located at [Project Address]. The project, which commenced on [Start Date] and was completed on [Completion Date], has presented several issues that need to be addressed.

The specific defects include:

- [Description of defect 1]
- [Description of defect 2]
- [Description of defect 3]

These defects were documented on [Date of Documentation] and have resulted in significant inconvenience and financial loss. Attached are copies of the photographs and reports detailing the issues.

As per the agreement signed on [Agreement Date], I request a reimbursement of [Amount] for the costs incurred to rectify these defects. I urge you to review this claim at your earliest convenience and respond within [Response Timeframe].

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]