13th August 20XX

Noah Elijah  
XYZ Organization  
Michigan, ABC Branch

Subject: Construction Warranty Claim Letter

I am penning down this letter regarding our discussion that took place on 12-07-20XX in Manchester Main Street no. 789, concerning the faults in the building that was constructed by your party one month ago.

We are facing numerous problems since the day we have shifted here. First of all, the drainage system is very poor. Toilet’s pipes do not work, and water leakage lets the floor wet all the time and thus its usage for all of us is impossible. Flush of the toilets remain littered all the time and don’t work properly. All this has created immense trouble for all of us to work and we are not using it for the last twenty days. Moreover, water from there is forging things smelly and dirty.

In our accepted contract conditions, it was mentioned clearly that any defect would be repaired immediately if within a period of six months. It seems that you have employed weak material for building construction. Otherwise, it could not have defected at this early. We are having a seminar in the next fifteen days and it is impossible to make all the arrangements with this deteriorated condition, so I want you to repair it as soon as possible.

You are considered the best builder and architecture in the town and all this defect is enough to spoil your reputation. The seminar that is going to occur in the coming days is of huge importance for all of us as in its honorable guests are going to provide information related to the company’s future. I do not want this defect to be the reason for the seminar to not occur.

This is my humble request to you to deal with this matter immediately. Affixed with the letter are warranty clauses and a copy of the general conditions of the contract that were fixed between us.

Sincerely,

Justin Heaney