

Name:
Address:

Date: _____

Name:
Address:

Dear _____:

We have received your letter alleging the following construction defects:

Our response to your claim is set forth below at the marked box:

We offer to repair the alleged defect in full settlement and satisfaction of your claim by:

We offer to pay you the following amount in full settlement and satisfaction of your claim: _____

We offer to pay you the following amount of _____ and to make the following repairs in full settlement and satisfaction of your claim:

We request to inspect and or test (if necessary) the alleged defects prior to responding further to your claim.

We reject your claim for the following reasons: _____

If you have any questions regarding this response, please feel free to contact us.

Sincerely,