**Email to: [enter the builder’s email address here]**

[enter the builder’s name here]

[enter the builder’s address here]

[enter today’s date here]

Dear Sir or Madam

**Notification of concerns**

**Property address: [enter the property’s address here]**

I am writing to notify you about concerns I have with my property.

The issues are as follows:

| **Item** | **Description** | **Date first seen** |
| --- | --- | --- |
|  | [clearly describe the issue, where it is, and when you first noticed it] |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please let me know how and when you will resolve these issues for me.

I’d appreciate a response within 14 days [you should give the builder a reasonable timeframe to confirm their intentions, bearing in mind the number and nature of the reported issues (generally, two weeks would be a reasonable period)] of the date of this letter.

I look forward to hearing from you.

Yours faithfully

[enter your name here]