(Insert Current Date Here)

Insert your address here:

Unit Number

Street Number, Street Name

Suburb

State and Post Code

Dear (Insert Builder/Contractor Name),

I am writing to you to advise of the following items of concern I have with the work that you carried out at the above property. I have listed the items below with their location and a brief description.

Please contact me as soon as possible on (insert your phone number or email here) to discuss rectification of these items.

Please also attend to the rectification of these items within a reasonable period, being (insert period of time for defects to be rectified e.g. at least 14 days, depending on the nature and extent of the defects).

|  |  |  |
| --- | --- | --- |
| **Location** | **Component** | **Brief Description** |
| E.g. Bedroom | E.g. Door | E.g. Door will not shut properly |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\*Please add further lines to the table if you need. You must notify the builder/contractor of every item you believe is an issue and each item needs to be listed separately in the table.*

Regards,

(Insert your full name here)