

Formal claim letter for delays or defects in construction project

Subject: Construction Claim for [Project Name]

Dear [Contractor/Project Manager Name],

I am writing to formally submit a construction claim regarding [specific issue, e.g., delayed completion, defective work] on the [Project Name]. As per our contract dated [Contract Date], the expected completion date was [Date], and deviations have resulted in [specific consequences, e.g., financial loss, inconvenience].

Please review the enclosed documentation, including inspection reports, photographs, and correspondence records. We request appropriate remedial action, compensation, or adjustment as outlined in our contract.

Kindly acknowledge receipt of this claim and provide your response within [time frame, e.g., 14 days].

Sincerely,

[Your Name]

[Position]

[Company/Organization]

[Contact Information]

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