

SAMPLE LETTER A

For notifying builder of failure to complete construction

Consumer's Name
Address
City, State, Zip Code
Telephone Number

Builder's Name
Address
City, State, Zip Code

Date

BY CERTIFIED MAIL

RETURN RECEIPT REQUESTED

Dear Sir/Madam:

I am writing to formally notify you of my request that you complete the construction of my home in accordance with our contract. At the present time, the following items remain incomplete:

[List items here that are needed to complete construction or to complete the contract for sale].

Please contact me at the above address or telephone number to arrange a mutually convenient time for you to inspect the premises and make the necessary repairs and/or complete construction as needed.

Please be advised that if you do not contact me to make arrangements to complete the construction and make the necessary repairs as per our contract within a reasonable period of time, I will be filing a claim with the Maryland Home Builder Guaranty Fund to seek recovery for the losses I have sustained as a result of your failure to take the necessary action within a reasonable period of time.

Sincerely,

Your Name