

Date: [Insert Date]

To: [Vendor Name/Company Name]

Address: [Vendor Street Address]

City, State, Zip: [Vendor City, State, Zip]

RE: NOTICE OF BREACH OF CONTRACT - UNRESOLVED DEFECTS

Dear [Contact Person Name or Manager],

I am writing this letter to formally notify you that you are in breach of our agreement dated [Insert Date of Contract/Work Order] regarding the plumbing services performed at [Insert Property Address].

Specifically, the following defects remain unresolved despite previous requests for repair:

- [Describe Defect 1, e.g., Leak in master bathroom vanity]
- [Describe Defect 2, e.g., Improper drainage in kitchen sink]
- [Describe Defect 3, e.g., Water pressure issues in main line]

Under the terms of our agreement and applicable implied warranties of workmanship, you are required to provide services that meet industry standards and fix any defects resulting from your work. The current state of the plumbing constitutes a material breach of these obligations.

Required Action:

I demand that you contact me within [Insert Number, e.g., 5] business days of receipt of this letter to schedule the necessary repairs. These defects must be fully remediated at no additional cost to me no later than [Insert Deadline Date].

Failure to remedy these defects within the specified timeframe will leave me with no choice but to pursue further action. This may include hiring a third-party contractor to complete the repairs and seeking full reimbursement from your company, or filing a formal complaint with the [Insert State] Contractors State License Board and pursuing legal remedies.

I look forward to your immediate response to resolve this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]