

VIA: Certified US Mail, Return Receipt Requested

DATE

Homeowner Name  
Homeowner Address  
City, State, Zip

RE: Response to Construction Issues

Dear [Homeowner Name]:

We are in receipt of your letter dated [DATE] and are providing this letter as our official Written Response as required through our mutual agreement to abide by Wisconsin's Right to Repair Law. Specifically, our response to each item raised in your letter dated [DATE] is the following:

**Exterior - Missing Shingles** *(example- response to repair)*

We agree that the shingling work was deficient. We have contacted our subcontractor to schedule a time to repair the work on this item. We will be scheduling this repair with you in the very near future.

**Kitchen – Warped Cabinet Drawer** *(example- request to inspect)*

We desire to exercise our right to schedule a time for a representative of our company to inspect the Cabinet Drawer. Under our agreement, this time of inspection will occur during our company's normal business hours. Under the law, it is your responsibility to contact [NAME] in our office within 15 working days from the date of this response to schedule the time and date for the inspection to occur. After the inspection, our company will then deliver its response to this issue within 10 days.

**Contractual Dispute – Built-In Garage Shelves** *(example- denial)*

We deny this claim. As you can recall, you signed Change Order # \_\_\_\_ that removed this item from our scope of work. You were also credited the proper amount for this change order. Please find enclosed a copy of the change order that relates to this issue.

**Defective Weather Stripping on the Front Entry Door** *(example-Door/Window Claim)*

We believe that this item could be a manufacturing defect. As a result, our company has forwarded this item to the door manufacturer within the required 10 days from your Notice. Since we believe that this item could be a manufacturing defect, we are rejecting any liability for this item. Please find enclosed our correspondence to the manufacturer of the door.

**Interior Wall – Wrong Drywall Texture** *(example-monetary settlement)*

We agree that our drywall contractor installed the wrong texture on your walls. As a result, we would propose to offer you a settlement of \$400.00. If this settlement proposal is agreeable, we would ask that you enter into a written agreement with our company indicating that this matter is resolved.

Under the law, you must provide a written response to each of the issues discussed above within 15 working days from the date of this letter. Your response must indicate either your acceptance of our proposed resolution or the reasons that you are denying our proposed resolution for each item. If you would like to recommend a possible resolution to any item where you have denied our proposed solution, please free to submit the proposed resolution for our consideration.

Our organization hopes that we have satisfactorily resolved each issue that has come to our attention through your correspondence. We look forward to your response and the final resolution of these items.

If you have any questions, please feel free to contact us.

Very truly yours,

Name

Enclosures

CC: Metropolitan Builders Association of Greater Milwaukee, Inc.