

# CONTRACTOR DISPUTE LETTER — DEFECTIVE WORK & PUNCH LIST

Incomplete / Substandard Construction Work · Sample / Educational Use Only

## [Property Owner / Client Name]

[Property Address · City, State ZIP · Phone · Email]

May 21, 2026

[Contractor / Company Name]

[Contractor License No., if known]

[Address · City, State ZIP]

**RE: Formal Dispute — Defective and Incomplete Work Project: [Project Description] · Contract Date: [Date] · Contract Amount: \$[Amount]**

Dear [Contractor Name],

This letter constitutes formal written notice that the work performed under our contract dated [Date] contains significant defects and remains incomplete. I am writing to demand that you remedy the items listed below within the timeframe specified, or provide written justification for your failure to do so. If these issues are not resolved, I will pursue all available legal and contractual remedies.

## I. BACKGROUND

On [Contract Date], I entered into a written contract with your company for [describe project: e.g., kitchen renovation / roof replacement / bathroom addition / full home remodel] at the property located at [Address]. The agreed contract price was \$[Amount], with work scheduled to be completed by [Completion Date]. As of [Today's Date], the work is [not complete / substantially defective / both], despite my having paid \$[Amount Paid] of the contract price.

## II. PUNCH LIST — INCOMPLETE AND DEFECTIVE ITEMS

The following items were identified during my inspection on [Inspection Date]. Each item represents work that was either not completed or was completed in a manner that does not conform to the contract specifications, applicable building codes, or accepted workmanship standards:

#	Item Description	Location	Status	Est. Repair Cost
1	[e.g., Drywall seams visible and unpainted in living room]	Living Room	Incomplete	[\$Amt]
2	[e.g., Tile grout cracked along east wall — not sealed properly]	Bathroom	Defective	[\$Amt]
3	[e.g., Cabinet doors misaligned — 3 doors do not close properly]	Kitchen	Defective	[\$Amt]
4	[e.g., Exterior trim not caulked — gaps visible at window frames]	Exterior	Incomplete	[\$Amt]

5	[e.g., HVAC duct connection loose — unit failing to heat in bedroom]	Defective	Defective	Bedroom	\$[Amt]
6	[e.g., Final cleanup not performed — construction debris on site]	Incomplete	Incomplete	Full Site	\$[Amt]
7	[Add additional items as needed]				
<b>ESTIMATED TOTAL REMEDIATION COST</b>					<b>\$\$[Total]</b>

### III. DEMAND

I hereby demand that you take one of the following actions within **14 calendar days** of receipt of this letter:

- Return to the property and fully remedy all items listed above at no additional cost to me; OR
- Provide a written remediation plan with a specific timeline for completing all punch list items; OR
- Refund the amount of \$[Withheld / Disputed Amount] representing the cost of remediation I will arrange independently.

### IV. PAYMENT WITHHELD

Pursuant to [the contract terms / applicable state contractor law], I am withholding the final payment of **\$\$[Withheld Amount]** until the above items are satisfactorily resolved. This withholding is not a breach of contract — it is a reasonable exercise of my right to ensure substantial completion before releasing final payment.

### V. CONSEQUENCES OF NON-COMPLIANCE

If you fail to respond or remedy the identified defects within 14 days, I will: (1) hire independent contractors to complete and repair the work and deduct those costs from any remaining balance; (2) file a complaint with the [State] Contractor Licensing Board; (3) pursue civil action in [Small Claims / Superior] Court for breach of contract, cost of repair, and any consequential damages. I have documented all defects with photographs taken on [Date], copies of which are available upon request.

Sincerely,

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**[Property Owner Name]**

Enclosures: Copy of Contract · Payment Records · Inspection Photographs · [Any contractor warranties]

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