

# **SAMPLE LETTER FOR CSLB ADMINISTRATIVE PURPOSES**

SENT BY (EMAIL / FIRST CLASS AND CERTIFIED MAIL)

YOUR NAME  
YOUR ADDRESS  
CITY, STATE, ZIP CODE

(DATE)

TO: CONTRACTOR NAME  
CONTRACTOR ADDRESS  
CITY, STATE ZIP CODE

RE: CONSTRUCTION PROJECT LOCATED AT (PROJECT ADDRESS, CITY, STATE ZIP CODE)

DEAR (CONTRACTOR NAME),

I am writing to you in regards to the above-referenced construction project. I entered into a contract with you/your company on (DATE) to perform (DESCRIBE THE WORK YOU AGREED TO IN THE CONTRACT).

The purpose of this letter is to inform you that the work we agreed upon is (INCOMPLETE / IN NEED OF REPAIR). Specifically, the following work:

- DESCRIBE THE WORK THAT IS INCOMPLETE OR IN NEED OF REPAIR OR THE PAYMENT DISPUTE.
- BE SURE TO NOTE EXACTLY WHAT IS WRONG WITH THE WORK OR PAYMENT AGREEMENT.
- USE MULTIPLE LINES, AS NEEDED.

I am requesting that you (COMPLETE/REPAIR) the work described above by, or before, (DATE). If you are unable to do so, you must contact me before this date to request additional time. You may also contact me by, or before, this date to propose an alternative resolution.

If you do not contact me, I may have to hire another licensed contractor to perform this work. I may also file a complaint against you/your company with the Contractors State License Board. [Omit the second sentence if you have already filed a complaint.]

You may contact me by (PHONE / EMAIL) at (YOUR PHONE NUMBER / EMAIL ADDRESS).

Sincerely,  
(YOUR NAME)