

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 regarding 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:

- **[DESCRIBE CAREFULLY AND COMPLETELY ALL WORK THAT IS INCOMPLETE OR IN NEED OF REPAIR. USE AS MANY 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 or to propose an alternative resolution.

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

Sincerely,
(YOUR NAME)