

Sample Letter

November 20, 2008

Greater Atlanta Home Builders Association
Ethics Committee
P.O. Box 450749
Atlanta, GA 31145

Dear Sir or Madam:

I am writing in regards to some problems I have been having with:

ABC Builder, Inc.
John Builder
123 Any Street
City, GA 12345
678-123-4567

On July 1, 2001 I purchased and moved into a new home built by ABC builder a member of your association. I am the first and only owner of my home and have been experiencing difficulty getting ABC builder to correct some of the items on our original walk through list done on June 26, 2001.

The items needing repair are warranty, code and cosmetic in nature. I have listed the items of concern, the steps I have taken thus far to work with ABC Builder and have also attached any corresponding documentation.

The items listed below are the items noted on the original walk through done on June 26, 2001. At that time John Builder assured us that he would be back the following week to repair all of the needed repairs.

See attached "A" for a copy of the original walk through documentation:

Painting underneath kitchen cabinets -	Cosmetic item
Leaking facet in downstairs bathroom -	Warranty-Homeowner Handbook Pg. 79
Additional outlet in master bathroom	Cosmetic item

Additionally after the walk through we became aware of:

Inadequate insulation protection on water pipes – Code, Homeowner Handbook pg. 79

Below is a list of my communication with Mr. Builder to get the remaining items resolved.

July 26, 2001

John Builder returned. He repaired the kitchen trim and began working on the leaky facet and drain. Mr. Builder informed my wife that because he needed additional parts he would have to return the following week to finish the repair.

August 7, 2001, September 9, 2001, October 1, 2001

I called and left messages for Mr. Builder to schedule a time to complete the repair and made him aware of my concern for the exposed pipes. My calls were not returned.

October 10, 2001

I wrote the attached letter requesting that Mr. Builder please respond to my messages and requested that he reschedule the repair. I have received no response.

I am requesting that Mr. Builder reschedule to perform the work as he agreed to do in the walk through on June 26, 2001 and to insulate the exposed pipe in crawl space. I would most appreciate this work to be done a.s.a.p. and no later than December 20th. I feel like we have been patient and would like these issues resolved as quickly as possible.

You may contact me at:

Home Buyer
123 Any Street
City, GA, 12345
H) 770-123-4567
W) 404-123-4567
Email@home

Sincerely:

Home Owner