

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Builder's Name]
[Builder's Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Demand for Compliance with Builder Service Agreement

Dear [Builder's Name],

I hope this letter finds you well. I am writing to formally address the issues concerning our service agreement dated [insert date of the agreement], for the project located at [insert project address]. As per our agreement, you were obligated to [briefly outline the specific obligations of the builder under the agreement, e.g., complete certain tasks, adhere to deadlines, etc.]. Unfortunately, I have observed that these obligations have not been met, specifically [insert details of the issues, including dates and any prior communications regarding this matter].

To resolve this matter amicably, I hereby request that you [insert specific demand, e.g., complete the work by a specific date, provide a refund, etc.]. I believe that addressing this promptly is in the best interest of both parties involved.

Please respond by [insert a specific date, generally allowing 10-14 days], so we can discuss how to proceed. If I do not receive a satisfactory response, I may have to consider further actions available to me under the terms of our agreement and applicable law.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]