

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

Subject: Demand for Compliance with Residential Building Contract

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally address concerns regarding our residential building contract dated [insert contract date] for the property located at [insert property address]. As per the terms outlined in our agreement, the following obligations remain unmet:

1. [Detail specific obligation or milestone not met]
2. [Detail specific obligation or milestone not met]
3. [Detail specific obligation or milestone not met]

These delays/noncompliance are causing significant inconveniences and could potentially jeopardize the overall timeline of the project. As we are now [insert time duration since contract date], I must stress the importance of adhering to our agreed-upon schedule.

I kindly request that you provide me with a written response by [insert response deadline], outlining your plan to address these issues and the steps you intend to take to bring the project back on track.

Failure to comply could result in further action, which I hope to avoid.

I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title, if applicable]