



**Facilities Design
& Construction**

TEL 919 856 6350
FAX 919 856 6355

Wake County Office Building, 11th Floor
P.O. Box 550 • Raleigh, NC 27602

{Date}

Certified Mail

{Contractor's Name}
{Contractor's Company Name}
{Address}
{City, State, Zip}

Reference: Wake County {Project}

Dear _____,

Enclosed is a list of repairs, replacements or corrections that have become necessary by reason of defective workmanship or materials furnished under the construction agreement dated _____ between {Contractor} and Wake County for development of the above referenced project. Pursuant to the General Conditions Article 18, Correction of Work After Substantial Completion; Warranties and Guarantees, we hereby request that you proceed promptly with correcting all items on the enclosed list. This letter shall constitute our written notice to you of the defects. If you fail to proceed promptly to comply with the terms of the one-year guaranty by not commencing the corrective work within three (3) days after your receipt of this notice, the County may have the defects corrected and your firm and surety shall be liable for all the costs incurred.

Please provide us with written confirmation when these defects have been corrected.

Sincerely,

Project Manager

cc: Consultant
Wake County General Services