

PUNCHLIST LETTER

DATE: _____

OWNER: _____

PROPERTY ADDRESS: _____

RE: PUNCH LIST

Dear

I am enclosing the final punch items on the above referenced project. Please make the necessary corrections within fifteen (15) days of the date of this letter. After corrections have been completed, please contact _____ for a reinspection.

If you have any further questions, please contact me at _____.

Sincerely,

(Program Administrator)