

**Dealer / Installer Letterhead**

**Date**

**Consumer Name**

**Address**

**City State Zip**

Re: Consumer Installation Deficiencies

Dear **Consumer Name:**

According to the terms of your contract with **dealer / installer** on the purchase and installation of a **manufacturer, make and model** home, you agreed to accept the responsibility for performing specified elements of installation on the home.

On **day, month date, year, dealer / installer** performed the final site inspection and has shown as noncompliance, on the attached form, elements of installation that fail to meet code compliance.

Failure to complete the installation, for which you are responsible, could cause risks and hazards such as:

1. Void your manufacturers warranty.
2. Shorten the life of your home.
3. Excessive condensation causing mildew and dampness.
4. Deterioration of floors and wall coverings.
5. Condensation on windows.

The elements of installation that are your responsibility should be addressed immediately. If you have any questions please call **dealer / installer.**

Sincerely,

**Company Officer**

By certified mail

**Certified Mail Number**