

[Your Name]
[Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Builder's Name]
[Builder's Address]
[Builder's City, State ZIP Code]

Dear [Builder's Name],

I am writing to you in connection with the building dispute between us regarding the construction of my home at [Address]. As you are aware, I have significant concerns regarding the quality of workmanship, the extra charges you have made without a contractual right to do so, and the delays in progress.

I am making a Calderbank offer to settle this dispute on the terms set out below. This offer is made without prejudice save as to costs and is intended to provide you with an opportunity to resolve this matter without the need for litigation.

I am prepared to accept a payment of [\$Amount] in full and final settlement of all claims arising from this dispute. This offer is open for acceptance until [Date], after which this offer will expire.

If you accept this offer, I will provide you with a release in accordance with the terms set out below. If you reject this offer, I will rely on this letter in any subsequent proceedings as evidence of my offer to settle this dispute. If our disputes escalates to final hearing and I achieve an outcome better than this offer, I will rely on this letter to claim indemnity costs.

I look forward to receiving your response to this offer.

Yours sincerely,

[Your Signature]
[Your Name]