

Note: Please submit on company letterhead with original signature including title.

(Date)

Development Services Manager
City of Round Rock
301 W Bagdad Ave, Suite 140
Round Rock, TX 78664

RE: (Project)

SAMPLE
Owner Warranty Letter

I hereby certify that the improvements that are to be accepted by the City are free from defects in materials and workmanship. I hereby commit to correct and repair any defects in materials or workmanship in a timely manner. This letter shall serve to warrant the said improvements for a period of one year from the date of their acceptance of by the City.

Sincerely,

(Owner)
(Title)