

Notification of Intent to Rectify Construction Code Issues

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Address]
[Insert City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of our intent to rectify the construction code issues identified at [Project Address/Location]. Our team has conducted a thorough review and identified several areas where the construction does not comply with the applicable codes.

The specific issues identified include:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

To address these issues, we plan to take the following actions:

- [Action 1 Description]
- [Action 2 Description]
- [Action 3 Description]

We aim to have these issues resolved by [Insert Resolution Date]. Our goal is to ensure that the project complies fully with all applicable construction codes and regulations.

If you have any questions or need further information, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]