

Request for Rectification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the rectification of errors related to the furniture installation carried out at my residence on [Insert Date of Installation].

Upon inspection, I have noticed the following issues:

- Item 1: [Describe the error]
- Item 2: [Describe the error]
- Item 3: [Describe the error]

According to our agreement, I believe these issues warrant immediate attention. I kindly request that a representative from your company assess these problems and perform the necessary corrections.

Please let me know your availability for a follow-up appointment. I look forward to your prompt response and a resolution to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]