Warranty Assertion on Contractual Performance

Date: [Insert Date]
To,
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Warranty Assertion on Contractual Performance
Dear [Recipient's Name],
I am writing to formally assert the warranty regarding the performance of obligations as stipulated in our contract dated [Insert Contract Date]. As per the terms outlined in Section [Insert Section Number], we believe that certain aspects of the contract have not been fulfilled satisfactorily.
The specific issues we have encountered include:
 [Issue 1 Description] [Issue 2 Description] [Issue 3 Description]
As a result of these shortcomings, we kindly request that you address these matters promptly and to our satisfaction. We expect that the necessary corrective measures will be taken within [insert time frame]. Failure to do so may result in further actions as indicated in our contract.
Thank you for your immediate attention to this matter. We look forward to your prompt response.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]

[Your Email Address]