

Punch List Corrections Notification

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the punch list corrections that are required for the project [Project Name/Number]. After a thorough inspection, we have identified the following items that need your attention:

- Correction 1: [Description of correction]
- Correction 2: [Description of correction]
- Correction 3: [Description of correction]
- [Additional corrections as necessary]

It is essential that these corrections be completed by [Insert Due Date] to ensure the timely progression of the project. Please provide us with an updated timeline for when you expect to complete the necessary work.

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]