

Deficiency Notification

Date: [Insert Date]

To: [Subcontractor Name]

Company: [Subcontractor Company Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to notify you of several deficiencies that have been identified in your recent work on [Project Name]. This communication serves as an official punch list detailing the areas requiring immediate attention.

Punch List Details:

1. Item 1: [Description of deficiency/task] - Status: [Open/Closed]
2. Item 2: [Description of deficiency/task] - Status: [Open/Closed]
3. Item 3: [Description of deficiency/task] - Status: [Open/Closed]
4. Item 4: [Description of deficiency/task] - Status: [Open/Closed]

Please address the items listed above by [Due Date]. It is crucial that these deficiencies are rectified to ensure project compliance and maintain quality standards.

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]