

Asset Damage Notification

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. We are writing to inform you about an incident that occurred on [Date of Incident] involving your assets at [Project Name/Location].

During the project activities, it was observed that [describe the damage or incident], which has resulted in significant asset damage. The specifics of the damage are as follows:

- Asset Description: [Description of asset]
- Estimated Damage Cost: [Cost]
- Impact on Project Timeline: [Impact details]

Please review the attached documentation and photographs for your reference. We request that you address this matter promptly and provide us with a written response by [Response Deadline].

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]