

Property Damage Notification

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to inform you of an incident that occurred on [insert date of incident] at the [project/location name] involving property damage attributed to your work. The details are as follows:

Incident Details

- **Description of Damage:** [Brief description of the damage]
- **Location of Damage:** [Specify where the damage occurred]
- **Estimated Cost of Repair:** [Insert estimated cost]

As per our agreement, we request that you take the necessary steps to address this issue promptly. Please provide us with a plan for how you will rectify the situation by [insert deadline].

We appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]