

Damage Assessment Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

Subject: Tools Damage Assessment

We are writing to inform you of the damage assessment conducted on the tools supplied by your company for the [Project Name/Description]. Upon inspection, we have identified the following damages:

- Tool Name: [Tool 1] - Condition: [Damaged/Unusable] - Description of Damage: [Description]
- Tool Name: [Tool 2] - Condition: [Damaged/Unusable] - Description of Damage: [Description]
- Tool Name: [Tool 3] - Condition: [Damaged/Unusable] - Description of Damage: [Description]

We request that you provide a detailed report regarding the cause of these damages and your proposed actions for repair or replacement at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]