

# Notice of Deficiencies

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Notice of Deficiencies

We are writing to formally notify you of the deficiencies identified in your recent work on [Project Name/Description]. After our recent review, we have noted the following issues that require immediate attention:

- [Describe deficiency 1]
- [Describe deficiency 2]
- [Describe deficiency 3]

In accordance with our agreement, we kindly request that you address these deficiencies by [Insert Deadline]. Failure to resolve these issues may result in further action as per our contractual terms.

Please do not hesitate to contact us if you require additional information or clarification regarding these issues.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]