

# Landscaping Correction Directive

Date: [Insert Date]

To: [Landscape's Name]

Company: [Landscaping Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Subject: Landscaping Correction Directive

Dear [Landscape's Name],

We are writing to address some concerns regarding the landscaping work completed on [Project Location/Job Site] on [Completion Date]. Upon review, we have identified several areas that require immediate correction:

- [Specify issue 1: e.g., plant species not matching agreed plan]
- [Specify issue 2: e.g., improper installation of hardscape features]
- [Specify issue 3: e.g., lack of proper drainage]

We request that corrective measures be taken by [Deadline for Corrections] to ensure the project meets the established standards and expectations. Please confirm receipt of this directive and provide a timeline for when these corrections will be addressed.

Thank you for your prompt attention to this matter. We look forward to your swift response and resolution of these issues.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]