

Attic Ventilation Compliance Follow-Up

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

City, State, Zip: [Contractor's City, State, Zip]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to follow up on the recent attic ventilation assessment conducted at [Property Address]. Our records indicate that compliance with the required ventilation standards has not yet been achieved. It is crucial to address this issue to ensure optimal air flow and prevent potential moisture problems.

Please review the attached findings and provide us with your proposed plan of action to rectify the situation by [Insert Deadline]. We appreciate your attention to this important matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]