

Defect Liability Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of identified service defects as per our contract dated [Insert Contract Date]. The following issues have been observed:

- [Describe defect 1]
- [Describe defect 2]
- [Describe defect 3]

In accordance with the defect liability period outlined in our agreement, we request that you address these issues by [Insert Deadline]. Please confirm your receipt of this notice and your plan of action to rectify these defects.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]