

Contractor Liability Acknowledgment for Non-Conformance

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

This letter serves as a formal acknowledgment of your liability for the non-conformance observed during the [specify project name or reference number] at [project location]. As per our contract dated [insert contract date], it is the responsibility of the contractor to ensure compliance with all project specifications, applicable codes, and quality standards.

We would like to bring to your attention the following specific instances of non-conformance:

- [Detail non-conformance issue 1]
- [Detail non-conformance issue 2]
- [Detail non-conformance issue 3]

As a result of these issues, we may pursue corrective measures that could incur additional costs. Please provide your prompt response to this matter and a plan of action to resolve the non-conformance issues identified.

Thank you for your attention to this urgent matter. We look forward to your prompt resolution.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]