

# Contractor Defect Correction Notice

**Date:** [Insert Date]

**To:** [Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]

**From:** [Your Name]  
[Your Address]  
[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to notify you of defects identified in the work completed under the contract dated [insert contract date] for the project located at [insert project address].

The identified defects are as follows:

- [Defect 1 Description]
- [Defect 2 Description]
- [Defect 3 Description]

As per our agreement and in accordance with applicable laws, we kindly request that you initiate corrective action to address these issues no later than [insert deadline date]. Please confirm receipt of this notice and your plan for remediation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]