

Notification of Defects in Contractor's Work

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Subject: Notification of Defects

Dear [Contractor's Name],

We hope this message finds you well. We are writing to formally notify you of certain defects identified in the work completed at [Project Location/Name]. Upon review, we have identified the following issues:

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

These defects are not in accordance with the agreed specifications and standards outlined in our contract dated [Contract Date]. We request that you address these issues promptly to avoid further complications.

Please provide a written response within [Time Frame] indicating your plan of action to rectify these defects. Failure to do so may result in further actions as per our agreement.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]