

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Your Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, ZIP]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request that you address the defective work observed at [specific location or project name] completed on [completion date].

Upon inspection, I have noticed the following issues:

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

These issues do not meet the standards outlined in our contract and require immediate attention to ensure the quality of work agreed upon. I kindly request that you schedule a time to rectify these deficiencies by [insert deadline if applicable].

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]