

# Project Quality Inspection Results

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Your Company]

Subject: Quality Inspection Results for [Project Name]

Dear [Contractor's Name],

We conducted a thorough quality inspection of the work completed on [Project Name] on [Inspection Date]. Below are the results of our findings:

## Inspection Summary:

- **Area Inspected:** [Location]
- **Inspector(s):** [Name(s)]
- **Inspection Criteria:** [Criteria]

## Findings:

1. Compliance with project specifications: [Yes/No]
2. Identified issues:
  - [Issue 1 Description]
  - [Issue 2 Description]
3. Recommended actions:
  - [Action 1 Description]
  - [Action 2 Description]

We appreciate your attention to these findings and look forward to your prompt response regarding the necessary actions to address the identified issues.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]