

Contractor Quality Control Issue Report

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name]

Subject: Quality Control Issue Report

Issue Description

[Provide a detailed description of the quality control issue, including location, specific defects, and potential impact on the project.]

Observation

[Detail any observations made during inspections or reviews that led to the identification of this issue.]

Recommended Actions

[Specify the recommended actions to rectify the issue, including timelines and responsible parties.]

Attachment

[List any attached photographs, documents, or evidence supporting the report.]

Conclusion

We expect prompt attention to this matter to ensure project quality standards are met. Please respond by [Insert Deadline].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]