

Letter of Acknowledgment of Contractor Defect Liability

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your notification regarding the defects identified in the work performed by [Contractor's Name] under the contract dated [Contract Date]. We take these matters seriously and are committed to resolving them promptly.

Upon our review, the reported defects include:

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

As per our agreement, we are undertaking the necessary steps to address these issues. The contractor has been informed and is scheduled to commence remediation work on [Start Date].

If you have any further questions or require additional information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]