

Contractor Defect Assessment Communication

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Defect Assessment Notification

Dear [Contractor's Name],

I hope this message finds you well. We are writing to formally communicate our assessment regarding certain defects identified in the work completed under contract [contract number or description].

During our recent inspection on [date of inspection], the following defects were noted:

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

We would appreciate your prompt attention to these matters and request a plan of action to address these issues by [deadline for response]. Failure to resolve these defects may result in [possible consequences].

Please feel free to reach out if you require further details or wish to discuss this matter.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]