

# Defect Liability Reminder

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Dear [Contractor Name],

We hope this message finds you well. This letter serves as a reminder regarding the defect liability period as outlined in our contract dated [insert contract date].

As per our agreement, any defects discovered within the liability period must be addressed and rectified within [insert time frame]. We have identified the following issues that require your immediate attention:

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

We kindly request that you initiate the necessary repairs by [insert deadline]. Please confirm the receipt of this letter and your proposed course of action at your earliest convenience.

Thank you for your immediate attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]