

Notification of Contractor Defect Resolution

Date: [Insert Date]

To: [Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you regarding the resolution of the defect associated with the work completed at [Project Address]. This issue was identified on [Date of Defect Identification] and was subsequently discussed with you on [Date of Discussion].

We appreciate your prompt attention to this matter and would like to confirm that the following corrective actions have been completed:

- [Describe corrective action taken 1]
- [Describe corrective action taken 2]
- [Describe corrective action taken 3]

Please ensure that any future work adheres to the standards outlined in our contract to prevent similar issues. We value our partnership and look forward to your continued compliance and quality workmanship.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]