Request for Defect Rectification

Date: [Insert Date]

To,

[Contractor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Request for Rectification of Defects

I hope this message finds you well. We would like to bring to your attention certain defects that have been identified in the work carried out under our contract dated [Insert Contract Date].

The identified defects are as follows:

1. [Defect 1 Description]
2. [Defect 2 Description]
3. [Defect 3 Description]

According to our agreement, we request that these defects be rectified at your earliest convenience to ensure compliance with the contract specifications. We appreciate your prompt attention to this matter and would like to schedule a meeting to discuss the rectification process.

Please confirm your understanding of this request and provide a response by [Insert Response Deadline]. We look forward to your cooperation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]