

Contractor Material Defect Documentation Submission

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

Subject: Submission of Material Defect Documentation

We are writing to formally document the material defects identified in the recent project at [Project Location/Name]. This letter serves as the official record for your review and any necessary actions that may follow. The defects noted include:

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

Attached please find the necessary documentation supporting our findings, including photographs, inspection reports, and supplier details.

We request that you review this information at your earliest convenience and advise on the next steps to rectify these issues. Please feel free to contact us should you require any further details or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]