

Date: [Insert Date]

To:

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

Dear [Contractor's Name],

I hope this message finds you well. I am writing to follow up regarding the material defects that were identified during the inspection of the [specific project name] on [inspection date]. As previously discussed, the following issues were noted:

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

We would like to address these concerns as soon as possible to ensure the integrity and quality of the project. Kindly provide an update on the steps you plan to take to resolve these issues by [specific date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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