

Contractor Material Defect Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Contractor's Name],

I am writing to formally notify you of a material defect in the work performed at [Project Address/Name]. The defect has been observed as follows:

- [Description of the defect]
- [Location of the defect]
- [Date the defect was first noticed]

This issue is concerning because [explain the impact]. As per our agreement, I kindly request that you address this defect promptly. I would appreciate your response by [insert deadline] to discuss the resolution process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]