

Contractor Material Defect Request for Resolution

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 formally notify you of a material defect that has been identified in the work completed at [Project Address/Location] on [Completion Date].

The specific issue pertains to [describe the defect in detail, including specific materials or areas affected, e.g., "the cracked tiles in the kitchen area"]. This defect was discovered on [Date of Discovery] and has raised concerns regarding the overall quality of the work performed.

As per our agreement and the industry standards, I kindly request that this issue be addressed promptly. I would appreciate your response by [Response Deadline, e.g., "within 14 days"] so that we may discuss the required resolution steps and timeline for repairs.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]