

Construction Defect Clarification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding a construction defect identified at [Project Location/Name] that occurred on [Date of Discovery]. The defect specifically pertains to [Brief Description of the Defect].

To ensure a comprehensive understanding and facilitate an effective resolution, I kindly ask for the following information:

- Detailed description of the defect and its potential implications.
- The timeline of events leading to the discovery of the defect.
- Any relevant documentation or reports related to the construction activities.
- Proposed steps for remediation and prevention of future occurrences.

Your prompt attention to this matter would be greatly appreciated, as I believe it is crucial for maintaining the integrity of our project. Please do not hesitate to reach out should you need further details or wish to discuss this matter in person.

Thank you for your cooperation. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]