

# Follow-Up Inquiry Regarding Construction Defect

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the construction defect identified at [Specify Location/Project Name]. As noted in our last discussion, we have observed the following issues: [List Specific Defects].

We would appreciate your prompt attention to this matter and would like to know the status of any remedial actions that are being planned or implemented. Additionally, please let us know if you require any further information from our side to expedite the resolution.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]