

Construction Supply Issue Acknowledgment

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally acknowledge the issue regarding the supply of construction materials on our project site located at [Project Location]. We have noted the discrepancies and concerns regarding [specify the issues, e.g., quantity shortages, defect in materials, etc.].

Details of the issue are as follows:

- Order Number: [Insert Order Number]
- Materials Affected: [List Affected Materials]
- Date of Delivery: [Insert Delivery Date]

We appreciate your attention to this matter and request that you provide us with a resolution at your earliest convenience. Please let us know how you intend to address the situation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Phone Number]

[Email Address]