

Construction Project Defect Acknowledgment

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Subject: Acknowledgment of Defect in Construction Project

Dear [Contractor's Name],

We are writing to formally acknowledge the defects observed in the construction project at [Project Address]. The following issues have been noted:

- [Defect 1 Description]
- [Defect 2 Description]
- [Defect 3 Description]

We kindly request that you address these defects within [specified time frame] to ensure compliance with our project standards and timelines.

Thank you for your prompt attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]