

Defect Assessment Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Construction Project Defect Assessment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally report and assess certain defects identified at the [Project Name/Location] construction site.

During the recent inspection conducted on [Insert Date of Inspection], we observed the following issues:

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

These defects may affect the overall integrity and safety of the project. We recommend that a thorough review and immediate corrective actions be taken to address these concerns.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussions regarding this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]