

Construction Project Defect Correction Plan

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Defect Correction Plan for [Project Name]

We refer to your recent communication regarding the identified defects in the [specific area/phase] of the [Project Name]. We acknowledge the issues raised and are committed to resolving them promptly. Below is our proposed defect correction plan:

1. Identified Defects

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

2. Proposed Solutions

- [Solution to Defect 1]
- [Solution to Defect 2]
- [Solution to Defect 3]

3. Timeline for Completion

We anticipate that the correction of these defects will be completed by [insert completion date]. We will provide regular updates on our progress.

4. Contact Information

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]