

# Construction Project Defect Follow-up

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Follow-up on Construction Project Defects

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the defects identified in the [specific project name] completed on [completion date].

As per our last discussion, the following defects were noted:

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

We appreciate your understanding and cooperation as we work to resolve these issues. Our team is committed to ensuring that all defects are rectified in a timely manner and according to the highest standards.

Please let us know your availability for a follow-up meeting to discuss the next steps. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]