Defect Resolution Request

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

From:

[Your Name]

[Your Address]

[Your Contact Information]

Subject: Request for Resolution of Defects in Construction Project

Dear [Contractor's Name],

I am writing to formally request the resolution of defects identified in the construction project located at [Project Address]. The defects were noticed on [Date of Discovery] and include:

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

According to our contract dated [Contract Date], I believe these defects fall under the warranty period and require prompt attention to ensure compliance with quality standards.

I kindly ask that you address these issues at your earliest convenience. Please confirm receipt of this request and provide a timeline for the resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Relationship to Project]