

# Construction Project Defect Status Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Status Update on Construction Project Defects

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with the latest updates regarding the defects identified in our ongoing construction project, [Project Name].

## Defect Summary

Defect ID	Description	Status	Expected Resolution Date
001	Cracked Foundation	Under Investigation	[Insert Date]
002	Leaking Roof	Resolved	[Insert Date]
003	Misaligned Windows	Pending Action	[Insert Date]

We understand the importance of resolving these issues promptly and are working diligently to ensure that all defects are addressed in a timely manner. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]