

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Addressing Construction Quality Issues

I hope this message finds you well. I am writing to bring to your attention some concerns regarding the quality of the construction work observed at [Project Name/Location].

[Describe the specific issues identified, including locations and nature of the problems. Use bullet points if necessary for clarity.]

1. [Issue 1]
2. [Issue 2]
3. [Issue 3]

We believe that addressing these issues promptly will be beneficial for all parties involved and maintain the overall integrity of the project. We kindly request a meeting to discuss these concerns in detail and explore potential solutions.

Please feel free to reach out to me at [your phone number] or [your email] to schedule a meeting at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]