

Friendly, less formal email to raise minor construction issues

Subject: Construction Claim Notification

Hi [Contractor Name],

I hope this email finds you well. I am contacting you regarding [issue, e.g., delays in [Project Name]] which has affected our project timeline.

Attached are photos and a brief summary of the situation. Please let me know how we can resolve this matter promptly.

Thanks,

[Your Name]

[Contact Information]

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