

Claim letter submitted pending full investigation

Subject: Provisional Construction Claim for [Project Name]

Dear [Contractor Name],

This is a provisional claim regarding potential defects or delays identified in the [Project Name]. Our initial assessment suggests [brief description of issues].

A detailed report and supporting documentation will follow shortly. We request that you acknowledge this provisional claim and provide preliminary feedback.

Sincerely,

[Your Name]

[Position]

[Company/Organization]

[Contact Information]

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