

Official letter for major project failures or safety concerns

Subject: Urgent Construction Claim – Immediate Action Required

Dear [Contractor/Project Manager Name],

This letter serves as a formal notice of a critical issue in [Project Name], specifically [describe the serious issue]. This matter has resulted in [specific consequences, e.g., safety hazards, regulatory concerns, financial losses].

We request urgent remedial action in accordance with our contract. Please provide written confirmation of your proposed corrective measures within [time frame, e.g., 7 days].

Failure to respond may result in further legal or contractual action.

Sincerely,

[Your Name]

[Position]

[Company/Organization]

[Contact Information]

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