

Letter conveying both concern and expectation for resolution

Subject: Construction Claim – Request for Resolution

Dear [Contractor Name],

We greatly value our collaboration on [Project Name], but unfortunately, certain issues have arisen, including [issues]. These have caused [impact, e.g., delays, inconvenience, financial implications].

We hope to resolve this matter amicably and request your cooperation in addressing the issues.

Documentation is attached for your review.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Position]

[Company/Organization]

[Contact Information]

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