

Construction Material Rejection Template

Subject: Formal Rejection of Construction Materials - Project [PROJECT_NAME]

Dear [Contractor/Supplier],

This letter serves as formal notification that the construction materials delivered to [PROJECT_SITE] on [DATE] under contract [CONTRACT_NUMBER] are hereby rejected.

Materials Rejected:

- Material Type: [Concrete/Steel/etc.]
- Quantity: [Amount]
- Delivery Date: [DATE]
- Invoice/Delivery Receipt: [NUMBER]

Grounds for Rejection:

The materials fail to comply with project specifications [SPEC_SECTION] and do not meet the required standards for [specific requirement]. Our site inspection revealed [detailed findings].

Required Actions:

1. Immediate removal of non-conforming materials from site
2. Delivery of replacement materials meeting specifications within [timeframe]
3. Certification of compliance for replacement materials
4. No additional costs to be incurred by [Company Name]

Failure to address this rejection within [X] days may result in procurement of replacement materials from alternative sources at your expense and potential project delays charged to your account.

Please confirm receipt of this notice and provide a remedial action timeline within 48 hours.

Respectfully,

[Your Name]

[Project Manager/Quality Inspector]

[Company Name]

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