Ref: ABC/XXX/2021

Date: 1 October 2021

Company XYZ Ltd

XXX Duxton Rd, Singapore XXX XXX

Attn: Mr. Knot Guilt

Dear Sir,

Request Subcontractors to avoid damaging the stone at Level One Lobby Area

It has come to our attention installed stones at level one lobby area were damaged and the respective Subcontractor has reported to us that you caused such damage by way of not providing necessary protection and protective coverage to already installed and completed works by others at the area where your works are currently being carried out.

We request the Subcontractor to exercise due care at all times to avoid damaging completed works by others and to provide necessary protection and protective coverage to already installed and completed works by others.

We enclose herein the damage reports generated by other Subcontractor for your review, verification, and reply with necessary justification if any (see the Enclosure) for our further review and investigation.

Should you have any inquiries or wish to call for three-party meeting, please do not hesitate to contact the undersigned.

In the meanwhile, we reserve all our rights under the Subcontract and at law.

Best Regards,

Sam Constructwell

Project Manager

Company ABC

Encl.

Damage Reports for the Stone Works at Level 1 Lobby Area