

Date:
To:
From:
Subject: Electrical System Deficiency Notification

Dear

This letter is to formally notify you of deficiencies identified in the electrical system located at:

Details of Deficiency:

-
-
-

Required Action:

Please address the above issues by
and provide confirmation upon completion.

If you have any questions or require further clarification, do not hesitate to contact us.

Sincerely,