Date: ------------------

To

[The Recipient Name]  
[Address]  
[City, STAT, Zip]

Subject: subject of the letter

Respected (name of the contractor),

There have been some minor damages to various parts of the property that you have been asked to renovate. It was agreed upon between you and our company that damages caused to the property by the contractor or any person in the team of the contractor will be covered by him.

I gave a monthly visit to the house that you are renovating and repairing. Below is a list of damages that has been seen in the property:

1. Supports in the garage are damaged. These supports were perfectly fine before the building was taken over by the contractor.
2. Cracks have also been seen in the walls of the room that you are renovating.
3. While constructing a new gate, you have damaged the wall on the right side of the gate. It has compromised the security of the house.

According to the contract, the damages were to be covered by the person who will cause them. I want you to fix those things that have suffered during the work you are doing.  It would cost me so much if I hired another individual for fixing these things.

I would request you to fix all these damaged things before you wrap up all the tasks that you were assigned. I would like to say thanks to you for providing your services.

Sincerely,

Your name  
Company name  
Position in the company