

NOTICE LETTER

Your Letterhead

Date

VIA FAX # 555.555.5555

And Certified Mail,

RRR # 1234 56 789

Contractor's name

Address

RE: Name of Project
Cracks in the Terrazzo Flooring

Dear Mr. Contractor,

In accordance with the terms of our contract, we are putting you on notice of the above-referenced issue.

The performance of a Thin-Set Terrazzo system is wholly dependent upon the performance of the existing concrete slab. Although steps were taken to prepare any visible cracks for the application of the terrazzo, it is impossible to hold an existing or new crack together if the building moves. Hence, cracks may appear in the terrazzo flooring.

Most smaller cracks should not be disturbed as they eventually disappear as the floor sealer penetrates the voids. Larger cracks can be repaired filling them with the appropriate grout which matches the existing color as closely as possible. I have enclosed the National Terrazzo and Mosaic Association's Technical Bulletin No. 54 [*OPTIONAL: In the case of crazing "and No. 54-A"*] regarding this issue for your reference. Cracking in the terrazzo does not indicate any inferiority in the flooring system nor does it indicate the terrazzo installation is unsound. So long as the terrazzo is maintained appropriately, the cracks will not affect its performance.

Sincerely,

Subcontractor

Accepted:

Signature and date

By: _____
Printed Name and title