

CONTRACTOR RESPONSE TO NOTICE TO CORRECT / CURE – Template

Template outline (edit and export to your letterhead).

Header

- Project / Contract / Parties
- Notice ref & response date
- To/CC/Subject

Option A: Correct + request more time

- State intent to remedy
- Explain why cure time not reasonable
- Propose revised completion date + interim controls

Option B: Dispute timeframe reasonableness

- Request contractual basis + acceptance criteria
- Reserve rights
- Continue progress where possible

Option C: Alternative solution / concession path

- Propose compliant alternative
- Request written acceptance
- Control works until confirmation

Action plan summary

- NCR refs, root cause summary
- Corrective actions
- Verification method + completion date

Reservation

- Without prejudice; all rights reserved

Sign-off

- Name/title/signature/date
- Attachments list