

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**LETTER FOR RECTIFICATION**

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub:- Rectification of settled trench during guarantee period.

Ref:- Work Order No. \_\_\_\_\_ dt. \_\_\_\_\_

Sir,

The above trench was reinstated by you under above referred Work Order on \_\_\_\_\_. The inspection was carried out and found that at \_\_\_\_\_ the reinstated portion is

1. Settled
2. Raised
3. \_\_\_\_\_

As per the conditions of contract and this being under guarantee period. You shall re-excavate the complete reinstated portion and reinstate it again within Seven days from the date of receipt of this letter.

It shall be mentioned that if you fail to attend this work within stipulated period you will be penalised with Rs.1,000/- per Sq.Mt., and it will be recovered from your retention money.

Similarly this trench will be reinstated at your risk and cost which you shall note.

Yours faithfully,

**Asstt. Engineer**  
**Maints. \_\_\_\_\_ Ward**