

Contractor Notification Letter

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you regarding the status of the [Project Name] construction project located at [Project Address]. As per our agreement and the timeline laid out, we would like to address the following points:

- Project Progress: [Insert details about the current status of the project]
- Upcoming Milestones: [Insert upcoming milestones and deadlines]
- Issues Encountered: [Insert any issues or delays experienced]

Please prepare the necessary documentation and provide updates as required. We appreciate your attention to these matters and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]