

Contractor Performance Measurement Discussion

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Contractor Performance Measurement Discussion

Dear [Contractor's Name],

I hope this message finds you well. We would like to schedule a discussion regarding the performance measurement associated with our ongoing project [Project Name]. Our goal is to review current progress and address areas of improvement.

Please let us know your available times for a meeting next week. We would appreciate your insights and look forward to collaborating on enhancing project outcomes.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]