

# Subject: Wrap-Up of Subcontractor Work

Dear [Subcontractor's Name],

We would like to take this opportunity to formally wrap up the work completed under the [Project Name/Contract Number] as of [Completion Date]. We appreciate your efforts and the quality of work delivered throughout the project.

Please ensure the following items are addressed:

- Submission of final invoices and documentation by [Deadline Date].
- Completion of the punch list items outlined in our previous correspondences.
- Return of any company assets or materials provided for this project.

Once all items are resolved, we will proceed with the final payment process.

Thank you for your cooperation and hard work. Should you have any questions, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]