

Subcontractor Engagement Update

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Engagement Update

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to provide you with an update regarding your engagement with [Your Company Name].

As of [Insert Date], the following points outline the current status of our engagement:

- Project Scope: [Briefly describe the scope of work]
- Current Progress: [Outline progress made to date]
- Next Steps: [List the upcoming tasks or deadlines]
- Concerns: [Mention any issues or concerns that need addressing]

We appreciate your hard work and dedication to this project. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]