

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Subcontractor Issues

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate the ongoing issues we have been experiencing with [Subcontractor's Name] regarding [specific issue or project name]. Despite several attempts to address these matters directly, including previous communications on [mention dates], we have not seen significant improvements.

To summarize the key issues:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

Given the impact on our project timeline and overall quality, it is crucial that we take immediate action. I recommend a meeting to discuss this matter further and develop a clear action plan moving forward. Please let me know your availability for the upcoming week.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]