

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

[Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor Address]

[City, State, Zip]

Subject: Clarification Regarding Performance Dispute

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to address the ongoing dispute regarding your performance on the [Project Name] project.

It has come to our attention that several issues have arisen relating to [specific performance issues], which we believe require immediate clarification.

We would like to schedule a meeting to discuss these concerns in detail and work towards a resolution that is beneficial for both parties. Please let us know your availability for the week of [insert dates].

We appreciate your prompt attention to this matter and look forward to resolving these issues collaboratively.

Best regards,

[Your Name]

[Your Position]

[Your Company]