

Weekly Task Schedule

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name/Company Name]

Subject: Weekly Task Schedule

Task Schedule for the Week of [Insert Date Range]

Day	Task Description	Assigned To	Deadline	Status
Monday	[Task 1]	[Person/Team]	[Deadline]	[Status]
Tuesday	[Task 2]	[Person/Team]	[Deadline]	[Status]
Wednesday	[Task 3]	[Person/Team]	[Deadline]	[Status]
Thursday	[Task 4]	[Person/Team]	[Deadline]	[Status]
Friday	[Task 5]	[Person/Team]	[Deadline]	[Status]

Please ensure that all tasks are completed by the deadlines provided. Let me know if you have any questions or need further clarifications.

Best regards,
[Your Name]
[Your Position]
[Your Company]