

Site Condition Inspection Findings

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]

From: [Your Company Name]
[Your Address]

Dear [Subcontractor's Name],

Following our recent site condition inspection conducted on [Insert Date of Inspection], we have documented the following findings:

Inspection Findings:

- Finding 1: [Detailed description of finding 1]
- Finding 2: [Detailed description of finding 2]
- Finding 3: [Detailed description of finding 3]

Recommendations:

- Recommendation 1: [Suggestion or corrective action for finding 1]
- Recommendation 2: [Suggestion or corrective action for finding 2]
- Recommendation 3: [Suggestion or corrective action for finding 3]

We expect that you will take the necessary actions to address the findings outlined above by [Insert Due Date]. Please provide us with a response detailing your proposed actions at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us.

Best Regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]