

# Subcontractor Site Condition Issues Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Site Condition Issues Notification

Dear [Recipient's Name],

This letter is to formally notify you of site condition issues that have been encountered at [Project Name/Location]. The following issues have been observed:

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

These conditions are impacting our ability to proceed as scheduled, and we request your immediate attention to resolve these matters. Please let us know how you would like to proceed in addressing these issues.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]