

# Subcontractor Project Performance Analysis

Date: [Insert Date]

To: [Subcontractor Name]  
[Subcontractor Address]  
[City, State, Zip Code]

Dear [Subcontractor Name],

We hope this message finds you well. This letter serves as a formal analysis of your performance on the [Project Name] completed on [Completion Date]. Our goal is to evaluate the project outcomes and identify areas for improvement.

## Project Overview

Project Name: [Project Name]  
Contract Number: [Contract Number]  
Start Date: [Start Date]  
Completion Date: [Completion Date]

## Performance Metrics

- Quality of Work: [Evaluation]
- Adherence to Schedule: [Evaluation]
- Budget Compliance: [Evaluation]
- Communication: [Evaluation]

## Strengths

[List of strengths observed during the project]

## Areas for Improvement

[List of areas for improvement and recommendations]

Thank you for your ongoing efforts and collaboration. We look forward to your response to this analysis, and we hope to work with you to enhance future project outcomes.

Sincerely,  
[Your Name]  
[Your Title]

[Your Company]

[Your Contact Information]