

Subcontractor Quality Assessment

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Subject: Quality Assessment of Services Provided

Dear [Subcontractor's Name],

We are writing to formally assess the quality of services provided by your team on [Project Name/Job Number]. The purpose of this assessment is to ensure that the work completed adheres to our quality standards and contractual obligations.

Assessment Criteria:

- Quality of Workmanship
- Adherence to Schedule
- Compliance with Specifications
- Communication and Responsiveness
- Safety Practices

Summary of Findings:

[Insert a brief summary of the assessment findings, including strengths and areas for improvement.]

Next Steps:

Please find attached a detailed report highlighting the specific observations and recommendations based on our assessment. We encourage you to review this document and make necessary adjustments where required.

We appreciate your cooperation and look forward to continuing to work together to achieve our project goals.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]