

Subcontractor Incident Report

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Incident Report Regarding Quality Concerns

1. Incident Details

Project Name: [Insert Project Name]

Subcontractor Name: [Insert Subcontractor Name]

Date of Incident: [Insert Date of Incident]

Description of Quality Concern: [Detailed description of the quality concern encountered]

2. Impact Assessment

Impact on Project Timeline: [Describe any impacts on the project timeline]

Impact on Project Budget: [Describe any impacts on the project budget]

3. Proposed Actions

[Describe any proposed actions to address the quality concerns]

4. Follow-Up

Please respond with an acknowledgment of this incident report and any proposed next steps by [Insert response deadline].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]