

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

Date: [Insert Date]

Subject: Essential Punch List Items

Dear [Subcontractor's Name],

As we approach the final stages of the project, we have compiled a list of essential punch list items that require your immediate attention. Please review the following items:

- Complete final touch-ups on drywall and paint.
- Ensure all electrical fixtures are installed and functional.
- Finalize plumbing connections and check for leaks.
- Clean and restore all work areas to a tidy state.
- Confirm installation of all cabinetry and hardware.

Please provide a timeline for completion of these items by [Insert Due Date]. Your prompt attention to these matters will help ensure a smooth project closeout.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]