

Outstanding Punch List Items Notification

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to bring to your attention the outstanding punch list items that need to be addressed for the [Project Name] project. Please see the list below:

- [Item 1 Description] - [Status/Notes]
- [Item 2 Description] - [Status/Notes]
- [Item 3 Description] - [Status/Notes]
- [Item 4 Description] - [Status/Notes]
- [Item 5 Description] - [Status/Notes]

We kindly request that you prioritize these items and provide us with a timeline for their resolution. Prompt action on these issues is critical to ensure the timely completion of the project.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]