

# Punch List Follow-Up

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We hope this message finds you well. This letter serves as a follow-up regarding the punch list items from our recent site inspection on [insert date of inspection]. As per our records, the following items remain outstanding:

- Item 1: [Description of the item] - [Status or notes]
- Item 2: [Description of the item] - [Status or notes]
- Item 3: [Description of the item] - [Status or notes]

We kindly request that you provide an update on your progress with these outstanding items by [insert due date]. Timely resolution of these issues is crucial for the overall project timeline.

If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]