

Punch List Notification

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We have completed our inspection of the work performed at the [Project Name/Location]. Below is the punch list of items that require your immediate attention for completion:

- [Item 1: Description]
- [Item 2: Description]
- [Item 3: Description]
- [Item 4: Description]
- [Item 5: Description]

Please address these items by [Deadline Date]. Failure to complete these items may affect your payment and project timelines.

Thank you for your prompt attention to these matters. Please confirm receipt of this letter and your plan to address the punch list items.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]