

Subcontractor Action Items from Punch List

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Action Items from Punch List

Dear [Subcontractor Name],

We have conducted a review of the punch list items related to [Project Name]. Below are the action items that need to be addressed:

1. Item 1: [Description] - Due by [Date]
2. Item 2: [Description] - Due by [Date]
3. Item 3: [Description] - Due by [Date]
4. Item 4: [Description] - Due by [Date]

Please confirm the receipt of this letter and acknowledge your commitment to complete the above items by their respective due dates.

Thank you for your attention to these matters. We look forward to your prompt action.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]