

# Urgent Punch List Notification

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Urgent Punch List Items Requiring Immediate Attention

Dear [Subcontractor's Name],

We hope this message finds you well. We are reaching out to address several urgent punch list items that require your immediate attention to ensure the timely completion of the project. Please see the details below:

- Item 1: [Description of the issue]
- Item 2: [Description of the issue]
- Item 3: [Description of the issue]
- Item 4: [Description of the issue]

We kindly request that you prioritize these items and provide us with an estimated timeline for resolution by [Insert Deadline]. It is crucial that we address these issues promptly to maintain the project schedule.

Thank you for your immediate attention to this matter. Please confirm receipt of this email and your next steps.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]