

Attendance Record Submission

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to submit the attendance records for the subcontractors working on the [Project Name] project for the period of [Start Date] to [End Date]. Please find below the details:

Subcontractor Name	Date	Hours Worked
[Subcontractor 1 Name]	[Date]	[Hours]
[Subcontractor 2 Name]	[Date]	[Hours]

If you require any further information or additional records, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]