

Subcontractor Activity Summary

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Subcontractor Activity Summary for [Project Name]

Overview

This document provides a summary of the activities carried out by the subcontractor on [Project Name] for the period of [Start Date] to [End Date].

Subcontractor Details

Subcontractor Name: [Subcontractor Company Name]

Contact Person: [Contact Person's Name]

Email: [Contact Person's Email]

Phone: [Contact Person's Phone]

Activities Summary

Date	Activity Description	Hours Worked	Remarks
[Date]	[Description]	[Hours]	[Remarks]

Conclusion

We appreciate the efforts of [Subcontractor Company Name] in completing the outlined activities as part of [Project Name]. If you have any questions or require further details, please feel free to contact us.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]