

Subcontractor Delivery Report

Date: _____

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

From: [Your Name]

Company: [Your Company]

Address: [Your Address]

Subject: Delivery Report for [Project Name]

Dear [Recipient's Name],

Please find below the details of the deliveries made by our subcontractors for the project [Project Name].

Date of Delivery	Subcontractor Name	Description of Items Delivered	Quantity	Delivery Status

If you have any questions regarding this report, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]