

Subcontractor Performance Report

Date: _____

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

From: [Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Subject: Subcontractor Performance Report for [Project Name]

1. Overview

This report provides an evaluation of the performance of [Subcontractor Name] for the period from [Start Date] to [End Date].

2. Performance Metrics

- Quality of Work: [Description]
- Timeliness: [Description]
- Compliance: [Description]
- Communication: [Description]

3. Areas for Improvement

[Describe any areas where the subcontractor needs improvement.]

4. Conclusion

In conclusion, [Subcontractor Name] has demonstrated [overall performance assessment]. We recommend [any recommendations or next steps].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]