

Subcontractor Termination Appeal

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

I am writing to formally appeal the notice of termination issued to [Subcontractor's Name] on [Date of Termination Notice]. We acknowledge the concerns raised regarding performance issues; however, we believe that the decision to terminate the contract may have been premature.

We understand that the following performance issues were cited:

- [Issue 1]
- [Issue 2]
- [Issue 3]

In response, we propose the following actions to address these concerns:

1. [Proposed Action 1]
2. [Proposed Action 2]
3. [Proposed Action 3]

We firmly believe that with these measures in place, [Subcontractor's Name] can significantly improve their performance and continue to contribute positively to the project.

We respectfully request a reconsideration of the termination decision and the opportunity to discuss this matter further. Thank you for your attention to this appeal.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]