

Subcontractor Feedback and Concerns

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

From: [Your Name]

Company: [Your Company]

Subject: Feedback and Concerns Regarding Ongoing Projects

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with feedback and some concerns regarding our ongoing projects.

1. Feedback

- [Positive feedback on specific aspects]
- [Additional positive feedback]

2. Concerns

- [Specific concern 1: description]
- [Specific concern 2: description]

I would appreciate a discussion on these points at your earliest convenience. Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]