

Subcontractor Issue Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Subcontractor Name],

We are writing to formally notify you of an issue that has arisen concerning the subcontracted work on [Project Name]. It has come to our attention that [describe the issue in detail, including any relevant dates, locations, and specifics].

We request that you address this matter promptly. Please provide us with your plan for resolution by [Insert Deadline]. Failure to resolve this issue in a timely manner may result in further actions as outlined in our contract.

We appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]