

# Subcontractor Performance Grievance

Date: [Insert Date]

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

[Subcontractor Name]  
[Subcontractor Company Name]  
[Subcontractor Address]  
[City, State, Zip Code]

Dear [Subcontractor Name],

Subject: Grievance Regarding Performance Issues

I hope this message finds you well. I am writing to formally address some concerns regarding your performance on the [Project Name/Description]. We have noticed several issues that have led to delays and impacted our overall project timeline. Specifically, we have observed the following:

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

These issues have caused significant disruption, and we believe it is imperative to address them promptly. We request a meeting at your earliest convenience to discuss these concerns in detail and identify corrective actions to ensure the project's success moving forward.

Thank you for your attention to this matter. We look forward to your prompt response to address these issues effectively.

Sincerely,

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