

# Subcontractor Quality Review

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We hope this letter finds you well. As part of our ongoing commitment to quality assurance and project management, we have conducted a review of the work performed by your team on the [Project Name].

Based on our assessment, we would like to provide you with feedback on your performance, which includes the following key points:

- Strengths: [Briefly list strengths observed during the review]
- Areas for Improvement: [Briefly list areas that need attention]
- Compliance with Quality Standards: [Comment on compliance with established quality standards]

We encourage you to address the points raised in this review to enhance the overall quality of your contributions to the project.

Thank you for your attention to this matter. We look forward to your prompt response and continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]