

Subcontractor Review and Recommendations

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Subcontractor Review and Recommendations

Dear [Recipient Name],

After thorough evaluation of the subcontractor, [Subcontractor's Name], I would like to provide the following review and recommendations:

Performance Review

- Quality of Work: [Brief description]
- Adherence to Schedule: [Brief description]
- Communication: [Brief description]
- Cost Management: [Brief description]

Strengths

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]
- [Area for Improvement 3]

Recommendations

Based on the review, I recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Thank you for your attention to this matter. Please let me know if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]