

End-of-Project Walkthrough Scheduling

Dear [Subcontractor's Name],

We hope this message finds you well. As we approach the completion of [Project Name], we would like to schedule an end-of-project walkthrough to review the work completed and ensure everything aligns with our project standards.

Please ensure that you have all the necessary documentation and any outstanding issues addressed prior to the walkthrough. We propose the following dates and times for the walkthrough:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Kindly confirm your availability for one of the proposed dates or suggest an alternative if these do not work for you. Your prompt response will be appreciated as we finalize arrangements.

Thank you for your cooperation and hard work throughout this project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]