

Final Project Assessment Scheduling

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Dear [Subcontractor Name],

We are writing to inform you about the scheduling of the final project assessment for [Project Name]. Please find the necessary details below:

Assessment Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Assessment Team:** [Insert Team Members]

During this assessment, we will evaluate the overall performance and completion status of the project. We kindly ask you to prepare any necessary documentation and materials that will be pertinent to the evaluation.

If you have any questions or require further details, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]