

Final Walkthrough Scheduling

Dear [Subcontractor's Name],

We are approaching the completion of the project at [Project Address]. To ensure that everything meets the required standards and specifications, we would like to schedule a final walkthrough with you.

Proposed Dates:

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

Please let us know your availability for the proposed dates or suggest alternative dates/times that work best for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]