

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Arrangement for Closure Walkthrough

Dear [Subcontractor Name],

I hope this message finds you well. As we approach the completion of [Project Name], we would like to arrange a closure walkthrough to review the work completed and address any remaining items.

Please confirm your availability for the walkthrough scheduled on [Insert Date] at [Insert Time]. The walkthrough will be held at [Project Location]. During this meeting, we intend to cover the following:

- Final inspection of completed work
- Addressing outstanding issues
- Documentation and sign-off processes

We appreciate your cooperation in this matter and look forward to your prompt response to finalize this arrangement.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]