

# Invitation to Wrap-Up Meeting

Dear [Subcontractor's Name],

We would like to invite you to a wrap-up meeting to discuss the recent assessment of your performance on the [Project Name]. This meeting will provide an opportunity to review outcomes, address any concerns, and outline next steps.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location or Virtual Link]

Please confirm your availability at your earliest convenience. We look forward to your insights and participation.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]