

Inquiry Regarding Subcontractor Performance Requirements

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Contact Person],

We hope this message finds you well. As we prepare for the upcoming project, we are conducting an inquiry into the performance requirements for our subcontractors. We aim to ensure that all parties have a clear understanding of expectations and deliverables.

To assist us in this process, we kindly request that you provide the following information:

- Outline of your performance standards and metrics
- Past performance history and relevant project references
- Resources and personnel allocated for this project
- Any certifications or accreditations relevant to your trade

Please submit your response by [Insert Deadline] so we can proceed accordingly. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]