

# Daily Work Summary

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name]

Project: [Project Name]

## Summary of Work Completed:

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

## Issues Encountered:

- [Issue 1 Description]
- [Issue 2 Description]

## Next Steps:

- [Next Step 1 Description]
- [Next Step 2 Description]

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]