

# Subcontractor Daily Operations Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Daily Operations Summary for [Project Name]

## Summary of Operations

- **Work Completed:** [Brief description of work completed]
- **Man Hours:** [Total man hours worked]
- **Personnel on Site:** [Names and roles of personnel]
- **Equipment Used:** [List of equipment used]

## Issues/Concerns

[Description of any issues or concerns that arose during the day]

## Planned Activities for Tomorrow

- [Activity 1]
- [Activity 2]
- [Activity 3]

## Remarks

[Any additional remarks or comments]

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]