

Subcontractor Progress Assessment

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Progress Assessment Report

Dear [Subcontractor Name],

We are writing to assess the progress of the work completed under Contract No. [Insert Contract Number] as of [Insert Assessment Date]. This assessment is crucial to ensure that the project is on schedule and meets the quality standards expected.

Progress Summary

- Work Completed: [Describe Work Completed]
- Current Milestone Status: [Indicate Current Milestone]
- Percentage of Completion: [Insert Percentage]

Issues and Concerns

[List any issues or concerns encountered during the assessment]

Next Steps

[Provide recommendations and next steps for improvement]

We appreciate your cooperation and commitment to this project. Please feel free to reach out if you have any questions or require further discussion.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]