

Communication Breakdown Resolution Letter

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to address recent communication challenges that have arisen in our ongoing project, [Project Name]. It has come to our attention that these issues have hindered progress and created misunderstandings between our teams.

To resolve these issues, we propose the following steps:

1. Schedule a meeting on [Insert Date] to discuss the current challenges.
2. Create a streamlined communication plan that includes preferred channels and response times.
3. Establish regular progress updates to ensure alignment throughout the project.

We believe by implementing these measures, we can enhance collaboration and achieve our project goals efficiently. Please confirm your availability for the proposed meeting date or suggest an alternative.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]