

Letter of Concern Regarding Subcontractor Performance

Date: [Insert Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Contact Name],

We hope this message finds you well. We are writing to bring to your attention some concerns regarding the performance of your team on the [Project Name] project. Our observations indicate that several key deliverables have not met the standards outlined in our agreement.

Concerns Noted:

- Delayed completion of [specific task]
- Quality issues with [specific deliverable]
- Insufficient communication regarding [specific instance]

We value our partnership and are committed to resolving these issues collaboratively. We propose a meeting to discuss these concerns in detail and outline a plan for improvement.

Please let us know your availability for a meeting within the next week. We believe that with open communication, we can achieve our project goals effectively.

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]