

Letter Template: Subcontractor Quality Issue Rectification

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Quality Issue Rectification Required

We hope this message finds you well. We are writing to formally address a quality issue that has arisen concerning the work provided by your team on [Project Name/Job Description]. Upon our recent inspection, we identified several areas that do not meet the agreed-upon standards as outlined in our contract.

The specific issues noted include:

- [Description of Quality Issue 1]
- [Description of Quality Issue 2]
- [Description of Quality Issue 3]

To rectify these issues, we kindly request a detailed action plan from you outlining the steps that will be taken to address the concerns listed above. Please provide this plan no later than [Deadline Date], so we can ensure timely resolution and maintain the project schedule.

We appreciate your immediate attention to this matter and look forward to your prompt response. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]