

Communication Gap Escalation Notice

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name]

Subject: Escalation of Communication Gaps

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to formally address the ongoing communication gaps we have been experiencing in relation to [specific project or tasks]. Despite our previous discussions, several issues remain unresolved, which have significantly impacted project timelines and overall efficiency.

Key issues identified:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

In order to rectify this situation, we propose the following steps:

- [Proposed Step 1]
- [Proposed Step 2]
- [Proposed Step 3]

Please respond to this letter by [insert response deadline] so that we can work together to resolve these issues effectively.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]