

Subject: Escalation of Subcontractor Performance Concerns

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Company: [Insert Your Company Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally escalate concerns regarding the performance of [Insert Subcontractor's Name] on the [Insert Project Name] project.

Despite previous discussions and attempts to resolve the issues, we have observed continued shortcomings in their delivery. Specifically, the following areas have not met the expected standards:

- [Describe specific issue 1]
- [Describe specific issue 2]
- [Describe specific issue 3]

We believe it is crucial to address these concerns urgently to avoid further impact on the project timeline and overall quality. We request your immediate attention to this matter and would appreciate a meeting to discuss potential solutions and the way forward.

Please let us know your availability for a meeting in the coming days. Thank you for your attention to this important issue.

Sincerely,

[Insert Your Name]

[Insert Your Job Title]

[Insert Your Company Name]

[Insert Your Contact Information]