

Subcontractor Cost Reconciliation

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We are writing to initiate the cost reconciliation process for the subcontracted work completed under [Project Name or Contract Number]. The purpose of this documentation is to ensure that all costs incurred are accurately accounted for and agreed upon.

Please find attached the following documents:

- Invoice Details
- Payment Records
- Change Orders (if applicable)
- Any other relevant documentation

We request that you review the attached documents and provide a detailed breakdown of costs incurred, including any discrepancies or additional charges that may arise. Please submit your response by [Insert Deadline] to facilitate timely processing of payments.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]