

Immediate Response Instruction

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Immediate Response Required

Dear [Subcontractor Name],

This letter serves as an immediate response instruction regarding [specific issue or project], which requires urgent attention.

Instructions:

1. Assess the situation and provide us with your initial report by [specific deadline].
2. Ensure your team is available for a follow-up meeting on [specific date and time].
3. Communicate any potential impacts on the project timeline as soon as possible.

Please treat this matter with the highest priority and respond accordingly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]