

Urgent Protocol Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

From: [Your Company Name]

Subject: Urgent Protocol Notification

Dear [Subcontractor Name],

We are writing to inform you of an urgent protocol that needs to be implemented immediately in relation to the ongoing project at [Project Location]. Due to recent developments, it is necessary to take the following actions:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Please ensure that all team members are aware of these changes and that they are executed promptly. We will follow up to confirm the implementation and address any questions you may have.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]