

Letter of Subcontractor Liaison Strategies

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Subcontractor Liaison Strategies

Dear [Subcontractor Name],

We value our partnership and would like to outline our strategies for effective liaison between our teams to ensure the smooth execution of our projects.

Objectives

- Enhance communication and collaboration.
- Address challenges proactively.
- Ensure mutual understanding of project timelines and deliverables.

Strategies

1. Regular Scheduled Meetings: Weekly progress reviews to discuss ongoing tasks.
2. Point of Contact Establishment: Assign dedicated liaisons from both sides.
3. Issue Resolution Mechanism: Define a clear process for escalation and resolution of issues.

We are confident that by implementing these strategies, we can foster a productive working relationship. Please feel free to share any additional suggestions you may have.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]