

# Discussion Request: Subcontractor Deficiency Items

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a discussion regarding some deficiency items identified in the recent evaluation of the work completed by [Subcontractor's Name].

We have noticed the following items that need your attention:

- [Deficiency Item 1]
- [Deficiency Item 2]
- [Deficiency Item 3]

It is important for us to address these issues promptly to ensure that the project remains on schedule. I would appreciate it if we could set up a meeting to discuss this further. Please let me know your available times, and I will do my best to accommodate.

Thank you for your cooperation. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]