

Feedback on Deficient Work Items

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Name]

Subject: Feedback on Work Performance

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to bring to your attention several work items that have not met the agreed-upon standards as outlined in our contract.

Deficient Work Items:

- [Issue 1: Description of the deficiency]
- [Issue 2: Description of the deficiency]
- [Issue 3: Description of the deficiency]

It is important for us to address these issues promptly to ensure the project continues to move forward effectively. We appreciate your immediate attention to these matters. Please provide us with a plan of action to rectify these deficiencies by [insert deadline].

Thank you for your cooperation and understanding. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]