

Letter to Subcontractor

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Proposed Timelines for Addressing Subcontractor Deficiencies

Dear [Subcontractor's Name],

We appreciate the work your team has been doing on the [Project Name]. However, we have identified several deficiencies that need to be addressed promptly to ensure the project's success. Below is a proposed timeline for addressing these issues:

Proposed Timeline

Deficiency Description	Proposed Action	Deadline	Responsible Person
[Description of Deficiency 1]	[Action to be taken]	[Deadline]	[Responsible Person]
[Description of Deficiency 2]	[Action to be taken]	[Deadline]	[Responsible Person]
[Description of Deficiency 3]	[Action to be taken]	[Deadline]	[Responsible Person]

Please review this proposed timeline and confirm your agreement or suggest any changes by [Response Deadline]. It is crucial that we work together to resolve these issues efficiently.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]