

# Letter of Review and Assessment for Early Completion

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Review and Assessment of Early Completion

We would like to take this opportunity to formally review and assess the status of the project [Project Name] as we note your early completion of the agreed-upon tasks.

In our evaluation, the following points have been considered:

- Quality of Work
- Adherence to Schedule
- Compliance with Safety Standards
- Communication and Coordination

Overall, we are pleased to report that your early completion has positively impacted the project timeline, and we commend you for your efforts in achieving this milestone ahead of schedule.

We look forward to your continued support and collaboration on the remaining project phases. Please feel free to reach out if you have any questions or require further discussion regarding this review.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]