

Subcontractor Attendance Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

This letter serves to acknowledge your attendance at the [Project Name/Description] on [Date]. We appreciate your commitment and effort in contributing to the progress of the project.

Please ensure that this acknowledgment is filed in your records. Should you have any questions or require further information, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]