

Subcontractor Attendance Assurance

Date: [Insert Date]

To: [Client/Project Manager Name]

Company: [Client/Company Name]

Address: [Client/Company Address]

Dear [Client/Project Manager Name],

We, [Subcontractor Company Name], are writing to assure you of our consistent attendance and commitment to the project at [Project Name/Location]. We acknowledge the importance of timely and reliable presence on-site to meet deadlines and maintain workflow efficiency.

Our team, comprising [number] skilled professionals, will be present on-site as per the agreed schedule. We are committed to adhering to all safety and operational protocols in line with company policies and project requirements.

Should there be any unforeseen circumstances that may affect our attendance, we promise to communicate promptly and effectively.

Thank you for entrusting us with this project. We look forward to contributing positively and maintaining excellent attendance throughout our engagement.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor Company Name]

[Contact Information]