

Subcontractor Attendance Notification

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Attendance Notification

Dear [Subcontractor's Name],

This letter serves to inform you that your team is required to be present at the job site on [Insert Date] at [Insert Time]. The purpose of this attendance is to ensure alignment on project details and to facilitate a smooth workflow.

Please confirm your attendance by [Insert Confirmation Date]. If there are any issues or conflicts regarding this schedule, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]