

Subcontractor Attendance Validation

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Attendance Validation Notice

Dear [Subcontractor's Name],

This letter serves to validate the attendance of your team members on the [Project Name/Location] on the following dates:

- [Date 1] - [Number of Attendees]
- [Date 2] - [Number of Attendees]
- [Date 3] - [Number of Attendees]

Please ensure that the attendance records are accurate and report any discrepancies immediately so we can address them promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]