

Issue Resolution Letter

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

Subject: Resolution of Issues Regarding [Project Name/Reference]

We hope this letter finds you well. We are writing to address some concerns we have encountered regarding your recent performance on the [Project Name]. The following issues have been observed:

- [Issue 1 description]
- [Issue 2 description]
- [Issue 3 description]

We appreciate the efforts you have made thus far, and we believe that open communication is key to resolving these matters. We request your prompt attention to the above issues and propose the following steps for resolution:

1. [Proposed step 1]
2. [Proposed step 2]
3. [Proposed step 3]

Please respond to this letter by [Insert Response Date] so that we can discuss this further and work towards a resolution that ensures the success of our project.

Thank you for your immediate attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]